All The Right Type 3 version 3.5
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Section 1
Introduction to *All The Right Type 3*

1.1 Welcome to *All The Right Type 3*

This program is specifically designed for classroom use. *All The Right Type 3* teaches keyboarding (typing) in a logical and straightforward way. The program contains all the features that classroom teachers require to help students learn proper keyboarding techniques.

All The Right Type 3 has improved on the PC version of All the Right Type 2.0.2a and the Mac version 2.0.3 by introducing several additional features. The new program offers:

- ✔ Cross-platform capabilities to meet the challenge of mixed platform environments (i.e. Macintosh and Windows operating systems)
- ✔ New programming to meet the challenge of newer, faster computers
- ✔ Ability to network from most server operating systems such as NT, Linux, Mac OS 8.5 and later
- ✔ Student-level and teacher-level security option
- ✔ Teacher-access to the Maintenance Building while students are logged on to their lessons
- ✔ Typing exercises displayed in large size fonts for students with special needs
- ✔ New module to teach students how to use the numeric keypad
- ✔ New feature to teach and improve students' mouse skills
- ✔ Modern graphical interface designed to hold students' attention
- ✔ Ability to export student records to a text file, enabling teachers to create custom reports in other application programs

Note: *As an update to version 3, All The Right Type 3.5* provides enhanced efficiency and stability, particularly in networked environments.

1.2 Your Role as Teacher

It is important to read the section "Understanding the Learning Sequence" in Section 5.3 in this manual. It explains the three-step learning sequence used by *All The Right Type 3* to present each lesson and how tests are taken after every third lesson.

Teachers play a vital role in helping students learn. By using *All The Right Type 3* in the classroom, teachers are needed to assist students in:

- ✔ Developing correct posture for keyboarding
- ✔ Correct finger placement
- ✔ Proper key reaches
- ✔ Offering encouragement
- ✔ Using *All The Right Type 3* to get the best out of the students

1.3 Understanding the Learning Sequence

It is important for the students and teachers to understand the recommended learning sequence.

If the teacher has selected the Sequence option, when students sign-on they must enter the building that is flashing. The drill they select will be the first lesson in the lesson list shown in gray print. The red lessons are completed lessons.

The order of entering the learning buildings is Learning Lab, Practice Pavilion then Skill Builder. Students complete one lesson in each of these buildings and repeat this cycle three times. When three lessons (in each of the learning buildings) are complete, students can enter the Test Center to begin the first test.

When Test 1 is complete, the Learning Lab again flashes to direct students to enter this building and start the cycle over with the next lessons.

Note: In the Standard Drillfile that comes with *All The Right Type*, Test 1 has 3 parts (a,b and c). Tests 2 through 6 have six parts each per test (a,b,c,d,e and f). Please read sections 3.3 and 5.3 in this manual for more information on Drillfiles and the Learning Sequence.

1.4 About This Manual

- Section 2 contains all the technical requirements and detailed installation instructions to get the program running with your system. Network installers will be most interested in this section.
- Section 3 has been designed for evaluators and teachers with limited time. It enables them to evaluate only the main features of *All The Right Type 3.5*.
- Section 4 Documents the steps necessary to configure your database files prior to students starting their classes. This section is provided especially for instructors getting ready for their classes.
- Section 5 provides detail and instructions for all other aspects of ATRT. Instructors and occasionally network installers will find this section useful.
- Section 6 contains instructions for operating the ATRT Administration Utility. This section tends to have a more technical approach.
- Section 7 is the place to look if you cannot resolve problems by reading the other sections.

Section 2

System Requirements and Installations

2.1 Minimum System Requirements

Student and Teacher Workstations

PC

- ❑ PC with Pentium 75 MHz processor (133 MHz recommended)
- ❑ 32MB RAM (64MB recommended)
- ❑ Super VGA graphics monitor
- ❑ 256 color display (high-colour 16-bit recommended)
- ❑ 640 X 480 resolution display or better
- ❑ CD-ROM drive
- ❑ Sound Blaster Compatible sound card
- ❑ Windows 95, 98, Me, 2000 or NT4.0 and later

Macintosh

- ❑ OS 8.6 and later
- ❑ Power Macintosh with a 66 MHz processor (Recommended 133 MHz)
- ❑ 16 MB free RAM
- ❑ 256 color display (thousands recommended)
- ❑ 640 X 480 resolution display or better
- ❑ CD-ROM drive

Database Server (for Network/Site License Edition only)

- ❑ Mac OS 8.6 or higher, or Windows 95 or higher (NT, 2000 recommended)
- ❑ Fixed IP address
- ❑ ATRT Database Server Application always running
- ❑ Sufficient free RAM for the number of students: 4MB for up to100 students, 8MB for up to 400 students, 16MB for up to 1000 students

The School Edition can be installed on one computer only.

The Lab Pack Edition can be installed on up to 5 computers, but does not allow for shared access to data files across a network.

The Network/Site License Edition allows for installation on any number of computers within the same building. Shared network access is allowed.

2.2 Installation Overview

There are three types of Installation available on the CD-ROM: Single, Lab Pack, and Network. While the choice you make is largely dependent on the Edition of *All The Right Type* you have purchased, there are some other factors to be considered.

There are 3 types of files which can be installed onto your computer(s) in varying combinations:

- the Database,
- the Teacher program files (which allows data file maintenance and class/student reporting in addition to all student functions),
- the Student program files (which allows students to perform lessons, tests, and review their own results).

If you have purchased a **Single User Edition**, you can install on one computer only. The installation is very simple, and will automatically install all the files you need in one step. Please go to the Single Install section. This installation will give you the Teacher program files and a database.

If you have purchased a **Lab Pack Edition**, you can install on up to 5 computers. Your license allows any combination of Teachers program files and Students program files on those 5 computers. Perhaps the most common combination is to install the Teacher program files on one computer, and the Student program files on 4 others. Each computer will have it's own copy of the database. In this configuration, the Teacher can create a database of student names, and then copy the database to all the other computers. Then, at the end of each lesson students can export their results to diskette for import into the teachers computer for convenience. You may also want to install the Student program files on the same computer where the Teachers program is installed, so that a student can use this computer during class without seeing the teacher's maintenance functions on the menu.

If centralized data gathering is not important, it might prove easier to have the Teacher program files installed on all 5 computers, allowing for file maintenance on any computer. With Lab Pack installations, it is usually important that students always use the same computer each time they come to class.

For those schools with a **Network/Site License Edition**, there are even more options. In most cases, the best advantage of the program is the centralized network database. In this setup, the Database files are installed onto a central file server for shared access from all computers. The Teachers program files are then installed on a small number of teachers' computers, and the Student program files are installed on all the students' computers. All computers have access to one data file on the server, and centralized records are always available for the teacher. Follow the instructions in the Network Installation section if this is the type of installation you want. There are cases, however, where a network installation is either not viable, or not desirable. In these situations, an installation as described in the Lab Pack section or even a series of many Single installations is sometimes desired. Please follow the Lab Pack or Single Install instructions in these cases.

All The Right Type Installer
Click either "Single" OR "Lab Pack" OR "Network".
Network installation requires a password (provided with a Network/Site License)
Install Single
Install Lab Pack
Install Network
Help
Exit

Figure 2.1 *All The Right Type 3* (Main) Installer dialog box.

All The Right Type Installer
All The Right Type DATABASE and PROGRAM will be installed in the directory/folder indicated below. To install in a different directory/folder select the "Change Directory" button.
Change Directory
Morgan Hall All the Right Type v3
Back
Help
Install

Figure 2.2 The Installer (Change Directory) dialog box.

Figure 2.3a Choosing the Install Directory—Macintosh.

Figure 2.3b Choosing the Install Directory—Windows.

2.3 Single Installation

Note: If you have licensed a School Edition it may only be installed on one computer.

1. Insert the *All The Right Type 3* CD-ROM.
2. The *All The Right Type 3* ***Installer (Main)*** dialog box automatically opens on the desktop and displays three types of Installer buttons.Click ***Install Single.*** (Figure 2.1)
3. Click ***OK*** if you accept the License agreement.
4. The ***Installer (Change Directory)*** dialog box opens showing the default path where *All The Right Type 3* program files will be located. (Figure 2.2) To change the path, Click ***Change Directory***. Make the changes as required and click ***OK***. (Figure 2.3a Mac; Figure 2.3b Windows)
5. Click ***Install***.

   The installer begins the copying process. When the program is finished installing, a dialog box opens indicating the files were successfully installed.
6. Click ***OK*** to continue (or click ***Uninstall*** to remove the *All The Right Type 3* files).
7. The ***Installer (Main***) dialog box opens. Click ***Exit*** to leave the program.
8. Remove the CD-ROM. There will now be an *All the Right Type 3* icon on your desktop to use to start the program.

If the Installer (Main) dialog box does not automatically open on the desktop:

Windows Users:

• On the desktop click Start and select Run from the drop-down menu.

• Type D:\Installer.exe (where 'D:' is the CD-ROM drive). The ATRT 3 Installer (Main) dialog box should open.

Mac Users:

• Double-click the *ATRT v3 CD-ROM* icon to open the CD-ROM folder.

• Double-click on the Installer icon to open the Installer (Main) dialog box.

2.4 Lab Pack Installation

Note: A Lab Pack licensee may only install the program on up to five computers. Student access to a central database is not allowed.

First we'll install the Teacher program files and database.

1. Insert the *All The Right Type 3* CD-ROM.

2. The *All The Right Type 3* ***Installer (Main)*** dialog box automatically opens on the desktop and displays three types of Installer buttons. Click ***Install Lab Pack***. (Figure 2.4)

3. Click ***OK*** if you accept the License agreement.

4. The ***Installer (Program)*** dialog box opens. Click Install Teacher Program to install the appropriate files to the teacher's computer. (Figure 2.5)

If the Installer (Main) dialog box does not automatically open on the desktop:

Windows Users:

• On the desktop click Start and select Run from the drop-down menu.

• Type D:\Installer.exe (where 'D:' represents the CD-ROM drive on the computer being used for the install). The All The Right Type 3 Installer (Main) dialog box should open on the desktop.

Mac Users:

If the Installer does not automatically open on the desktop:

• Double-click the *ATRT v3 CD-ROM* icon to open the CD-ROM folder.

• Double-click on the Installer icon to open the Installer (Main) dialog box.

Figure 2.4 *All The Right Type 3* (Main) Installer dialog box.

Figure 2.5 The Installer (Program) dialog box.

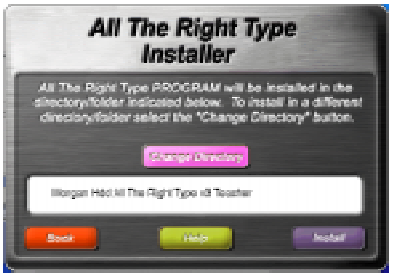


Figure 2.6 The Installer (Change Directory) dialog box.

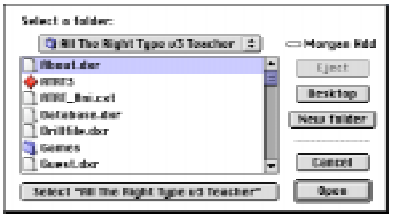


Figure 2.7a Choosing the Install Directory—Macintosh.

Figure 2.7b Choosing the Install Directory—Windows.

Figure 2.8 *All The Right Type 3* (Main) Installer dialog box.

5. The ***Installer (Change Directory)*** dialog box opens displaying the default path where *All The Right Type 3* Teacher Program files will be linstalled. (Figure 2.6) Click ***Change Directory*** if the default path is not correct. Make changes as required and click ***OK***. (Figure 2.7a Mac; Figure 2.7b Windows)

6. Click ***Install*** to begin copying the teacher files to the computer.

   The installer copies the files. When the files are installed, a message displays to indicate the program was successfully installed.

7. Click ***OK*** to continue (or click ***Uninstall*** to remove the installed files from the computer). The *All The Right Type 3* ***Installer (Program)*** dialog box remains open.

8. Click ***Back*** to exit the Installer (Program) dialog box and click ***Exit*** to leave the Installer (Main) dialog box.

Repeat Steps 1 through 8 for any other computer where teacher capabilities are required.

Next we'll install the Student program onto the students' computers.

1. Move to the first student workstation and insert the *All The Right Type 3* CD-ROM.

2. The *All The Right Type 3* ***Installer (Main***) dialog box automatically opens on the desktop and displays three types of Installer buttons. Click ***Install Lab Pack***. (Figure 2.8)

3. Click ***OK*** if the license terms are acceptable.

4. The ***Installer (Program)*** dialog box opens. Click ***Install Student Program*** to install the student files onto this computer. (Figure 2.5)

5. The ***Installer (Change Directory)*** dialog box opens showing the default path where *All The Right Type 3* Teacher Program files will be located. (Figure 2.9) Click on ***Change Directory*** if the default path is not where the files are to be installed. Click ***OK*** when the path is complete. (Figure 2.10a Mac; Figure 2.10b Windows)

6. Click ***Install***.

   The appropriate files copy to the student workstation and on completion a message displays indicating the Student Program has successfully installed.

7. Click ***OK*** to continue (or Uninstall to remove the files).

8. Click ***Back*** to exit the Installer (Program) dialog box and click ***Exit*** to leave the Installer (Main) dialog box.

   Repeat Steps 1 through 8 for each student workstation.

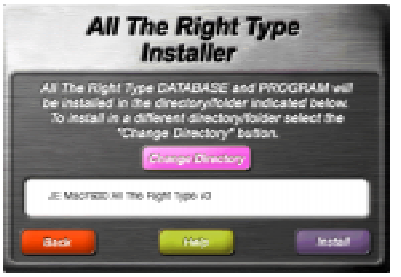

All The Right Type Installer
All The Right Type DATABASE and PROGRAM will be installed in the directory/folder indicated below. To install in a different directory/folder select the "Change Directory" button.
Change Directory
Back
Help
Install

Figure 2.9 The Installer (Change Directory) dialog box.

Note: If you are installing into a folder that already contained a previous version of ATRT3, the database will be updated to version 3.5 format.

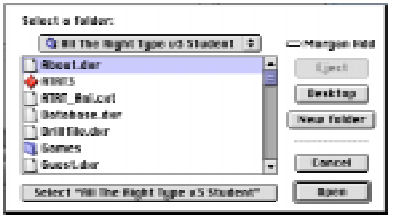


Figure 2.10a Choosing the Install Directory—Macintosh.

Figure 2.10b Choosing the Install Directory—Windows.

Note to users updating from previous versions of All The Right Type 3: The Network/Site License edition of ATRT 3.5 uses an entirely new database module. Please pay particular attention to the new specifications and instructions.

If the Installer (Main) dialog box does not automatically open on the desktop:

Windows Users:

• On the desktop click Start and select Run from the drop-down menu.

• Type D:\Installer.exe (where 'D:' represents the CD-ROM drive on the computer being used for the install). The All The Right Type 3 Installer (Main) dialog box should open on the desktop.

Mac Users:

• Double-click the *ATRT v3 CD-ROM* icon to open the CD-ROM folder.

• Double-click on the Installer icon to open the Installer (Main) dialog box.

2.5 Network Installation

The database must be installed on a computer with a fixed IP address on your Local or Wide Area Network. There is a database server program which must always be running on the server in order for the student and teacher workstations to be able to access the data.

Communication between the Student / Teacher programs and the database is not via a path/file name, but rather via the IP address of the database server computer. For this reason, the student and teacher users do not need any access rights to the folder containing the data files.

The Network/Site License allows for the installation of the program on as many computers as you wish, provided they are all within the same building. All The Right Type 3 allows for the support of any number of schools attached to a single database server. You must obtain a separate Network/Site License for each school to be attached to the database. If you are in doubt, please contact Ingenuity Works.

Installing Database

Preparing for the installation of the database server

- You must know the IP address of the computer
- You must know the School name(s) for all schools to be using this installation of the ATRT database.
- Ensure that the computer meets the minimum System Requirements specified in Section 2.1.

1. Ensure that you are signed onto the database server as an Administrator with full access rights. Disable any desktop security system which might be running.
2 Insert the new all The Right Type 3 CD-ROM into the CD-ROM drive of the database server.
3. The All the Right Type 3 ***Installer (Main)*** dialog box automatically opens on the desktop and displays three types of Installer buttons. Click ***Install Network***. (Figure 2.11)
4. Click ***OK*** if you accept the license agreement
5. Enter your Site License password and click ***Next***. (If you are installing All The Right Type Version 3.5 as an update to a previous version, you will have this password from a sticker on your original All The Right Type 3 CD-ROM jewel case. If this is a new installation, you will have the sticker on the jewel case that came in this package.)
6. The ***Installer (Program)*** dialog box opens. Click **Install Database**.(Figure 2.12)

Note: This procedure must be performed at the server (or the workstation designated to act as the database server for ATRT). The installation of the database cannot be done over the network. You must have physical access to the database server.

Note to Linux Users: If you are installing on a Linux server, please contact Technical Support at Ingenuity Works, Inc for detailed instructions.

Figure 2.11 *All The Right Type 3* (Main) Installer dialog box.

Figure 2.12 The Installer (Program) dialog box.

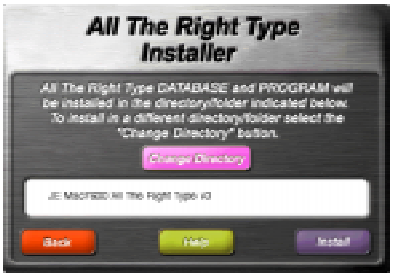


Figure 2.13 The Installer (Change Directory) dialog box.

Note: If you are installing into a folder that already contained a previous version of ATRT3, the database will be updated to version 3.5 format.

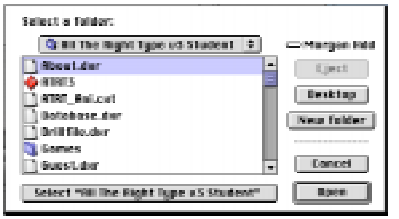


Figure 2.14a Choosing the Install Directory—Macintosh.

Figure 2.14b Choosing the Install Directory—Windows.

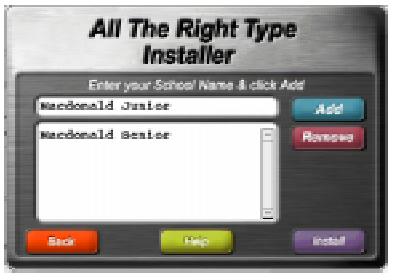


Figure 2.15 Build a list of all the schools which will be using this database.

7. The ***Installer (Change Directory)*** dialog box opens, displaying the default path where *All The Right Type 3* Database files will be installed. (Figure 2.13) Click ***Change Directory*** if the default path is not correct. Remember that the students and teacher should NOT have any access rights to the folder you choose. Click ***OK***. (Figure 2.14a Mac; Figure 2.14b Windows)

8. A dialog box displays allowing you to build a list of all the schools which will be using this database installation. Add schools by typing the school name and clicking ***Add.*** The program will create a sub-folder for each school you name, and a blank database will be created in each sub-folder. Make EXACT note of the names you assign. You will need the information later. (Figure 2.15)

9. Click **INSTALL** to start the file copy process. The appropriate files copy to the server, and on completion a message displays indicating the database has been sucessfully installed.

10. Click ***OK*** to continue, or ***Uninstall*** to remove the files.

    Take a moment to read ahead to the next section **Installing Teacher Program**. If you want to install a "template" copy of the teacher program on the server, go to the next section. Otherwise, proceed to step 11.

11. Click ***Back*** to exit the ***Installer (Programs)*** dialog box and click ***Exit*** to leave the ***Installer (Main)*** dialog box.

Installing Teacher Program

1. Ensure that you are signed onto the computer as an Administrator with full access rights. Disable any desktop security system which might be running.

2. If the Installer is not already running, insert the All The Right Type 3 CD-ROM into the CD-ROM drive of the computer, and when the Installer (Main) dialog box appears, click ***Install Network***. (Figure 2.16)

3. Click ***OK*** to accept the license agreement

4. Enter your Site License password and click ***Next***. (If you are installing *All The Right Type Version 3.5* as an update, your password is on your original All The Right Type 3 CD-ROM case. If this is a new installation, your password is on the CD-ROM case that came in this package.)

5. The Installer (Program) dialog box opens. Click ***Install Teacher Program***. (Figure 2.17)

Tip: You can save time during network installation by copying the program folders, including preferences, from the server machine to the workstations. When you install the Teacher and Student Programs, the server machine creates preference files, called teacher.iw and student.iw. that record the database location.

Here's the shortcut (for both teacher and student workstations):

1. After installing the Database, Teacher, and Student Programs on the server, but before running the Teacher and Student programs, copy the ATRT Teacher Program folder from the server to every teacher workstation. 2. Copy the ATRT Student Program folder from the server to every student workstation. 3. If it is not already running, activate the Database program on the server.

When the programs run for the first time, users will not have to type in the IP address of the server. Users will be asked to select a School Name when they first run the program.

If a user selects the wrong school during the first run of the program, you can correct a preferences file by deleting it from the Windows folder (Windows) or System:Preferences folder (Mac). Replace it with a good one from another workstation.

You can also edit the files before sending them out. You can type the school name, matching one of those in the Database folder, into the first line of the teacher.iw and student.iw files. Users will not need to choose a school name when they first run the program. Use Simpletext (Mac) orNotepad (Windows) to edit preference files. You can also change the port setting from its default of 3738. Example files are on the CD-ROM.

Note: This procedure can be installed at the server, or at the teachers workstation(s). The installation does not make changes to Windows Registry, nor to Mac Preferences. Read the Tips in the margin for more information.

Figure 2.16 *All The Right Type 3* (Main) Installer dialog box.

Figure 2.17 The Installer (Program) dialog box.

Note: If you are installing Version 3.5 as an update, you will find the password on a sticker on your All The Right Type 3 CD-ROM case. If this is a new installation, you will have the sticker on the CD-ROMcase that came in this package.

Tip: If you will be installing the Teacher Program on more than one teacher workstation, you may want to place this installation into a 'template' folder on the server, and copy to each teacher workstation. By doing this, you avoid visiting each workstation with the CD-ROM. (More details on this page.)

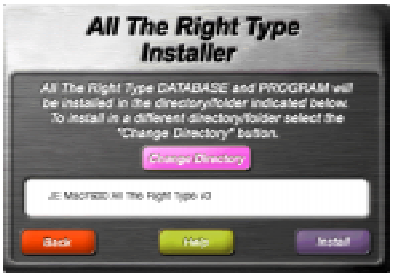

All The Right Type Installer
All The Right Type DATABASE and PROGRAM will be installed in the directory/folder indicated below. To install in a different directory/folder select the "Change Directory" button.
Change Directory
Back
Help
Install

Figure 2.13 The Installer (Change Directory) dialog box.

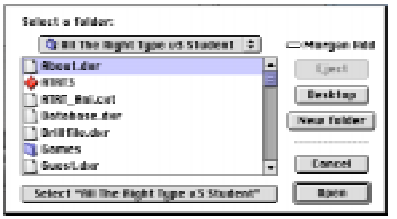


Figure 2.19a Choosing the Install Directory—Macintosh.

Figure 2.19b Choosing the Install Directory—Windows.

6. The ***Installer (Change Directory)*** dialog box opens, displaying the default path where All The Right Type 3 Teachers Program files will be installed. (**Figure 2.18**) Click **Change Directory** if the default path is not correct. The folder name you choose should give some indication that it contains the teacher version of the program. Click ***OK***. (Figure 2.19a Mac; Figure 2.19b Windows)

7.Click ***Install*** to start the file copy process.

Installing Student Program

1. Ensure that you are signed onto the computer as an Administrator with full access rights. Disable any desktop security system which might be running.
2. If the Installer is not already running, insert the *All The Right Type 3* Version 3.5 CD-ROM into the CD-ROM drive of the database server, and when the Installer (Main) dialog box appears, click ***Install Network.*** (Figure 2.20)
3. Click ***OK*** to accept the license agreement
4. Enter your Site License password and click ***Next***. (If you are installing *All The Right Type Version 3.5* as an update, your password is on your original All The Right Type 3 CD-ROM case. If this is a new installation, your password is on the CD-ROM case that came in this package.)
5. The ***Installer (Program)*** dialog box opens,Click ***Install Student Program.*** (Figure 2.21)

Note: This procedure can be installed at the server, or at the teachers workstation(s) or students workstations. The installation does not make changes to Windows Registry, nor to Mac Preferences.

Figure 2.20 *All The Right Type 3* (Main) Installer dialog box.

Figure 2.21 The Installer (Program) dialog box.

Tip: You will almost certainly be installing the Student Program on more than one student workstation, so you may want to place this installation into a 'template' folder on the server, which you should copy to each student workstation. By doing this, you avoid visiting each workstation with the CD-ROM.

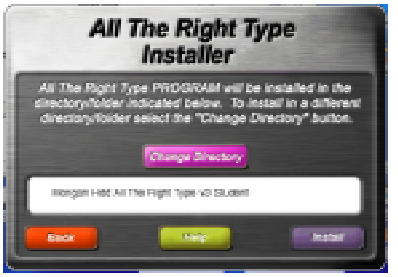

All The Right Type Installer
All The Right Type PROGRAM will be installed in the directory/folder indicated below. To install in a different directory/folder select the "Change Directory" button.
Change Directory
Back
Help
Install

Figure 2.22 The Installer (Change Directory) dialog box.

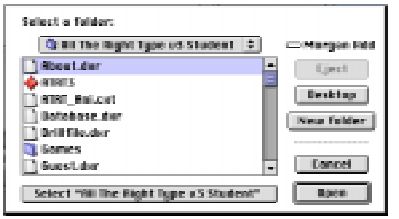


Figure 2.23a Choosing the Install Directory—Macintosh.

Figure 2.23b Choosing the Install Directory—Windows.

Tip: You may want to copy the Student Program folder from the server to each student workstation. By doing this, you avoid visiting each workstation with the CD-ROM. More details on this page. (More details on this page.)

6. The Installer (Change Directory) dialog box opens, displaying the default path where All The Right Type 3 Students Program files will be installed. (Figure 2.22) Click ***Change Directory*** if the default path is not correct. The folder name you choose should give some indication that it contains the student version of the program. Click ***OK***. (Figure 2.23a Mac; Figure 2.23b Windows)

7. Click ***Install*** to start the file copy process.

Tip: You can save time during network installation by copying the program folders, including preferences, from the server machine to the workstations. When you install the Teacher and Student Programs, the server machine creates preference files, called teacher.iw and student.iw. that record the database location.

Here's the shortcut (for both teacher and student workstations):

1. After installing the Database, Teacher, and Student Programs on the server, but before running the Teacher and Student programs, copy the ATRT Teacher Program folder from the server to every teacher workstation. 2. Copy the ATRT Student Program folder from the server to every student workstation. 3. If it is not already running, activate the Database program on the server.

When the programs run for the first time, users will not have to type in the IP address of the server. Users will be asked to select a School Name when they first run the program.

If a user selects the wrong school during the first run of the program, you can correct a preferences file by deleting it from the Windows folder (Windows) or System:Preferences folder (Mac). Replace it with a good one from another workstation.

You can also edit the files before sending them out. You can type the school name into the first line of the teacher.iw and student.iw files. The school name must match those in the Database folder. Users will not need to choose a school name when they first run the program. Use Simpletext on Macs and Notepad on Windows to edit the preferences files. You can also change the port setting from its default of 3738.

Starting the Database Server

All The Right Type 3 requires that the Database Server program that you installed earlier on your server be running at all times.

The program (application) file is called ATRTSERV and it will be found in the directory in which you placed the database. Using whichever operating system facilities you wish, launch this application on the database server computer.

Note: If the server machine is shut down for any reason, the database server application ATRTSERV must be restarted. Configuring your server computer's startup to automatically relaunch the ATRTSERV application is recommended.

Tip: For convenience, you may wish to configure the program to be automatically started whenever the computer is started. On a Windows PC, place a shortcut to the program in the Startup folder on your Start menu. On a Mac, place an alias to the program in the Startup Items folder, and enable Startup Items in your Control Panel.

It is also recommended that an icon be placed on the desktop of the computer for easy startup should the program ever be shut down.

Linking Workstations to the Database Server

When the installation is complete, start *All The Right Type 3* on all student and teacher workstations prior to their first signing-on. This is a required step only for the **first time** the program is launched in order to set the link to the Database server. In a large class and if the class is advanced enough, instructions could be provided to the students to allow them to set the path on the first launch.To do this:

1. Double-click on the *All The Right Type 3* icon at each of the student and teacher workstations, to launch the program.
2. The ***Enter IP Address*** dialog box opens requiring a linkto the Database server to be entered. Enter the IP address of the database server and click ***OK***.
3. The ***School Selection*** dialog box opens. Highlight the school name and click ***Select***.
4. The progress bar on the All The Right Type 3 Start Up screen fills in, indicating that the data is being downloaded. When it is complete, a message displays on the Start Up screen to "Click anywhere to continue". Click anywhere on the screen to enter the campus.

Note to users updating from previous versions of *All The Right Type 3*: The Network/Site License edition of ATRT 3.5 uses an entirely new database module. Please pay particular attention to the new specifications and instructions.

Tip: Another option for setting the database paths on the workstations would require more advanced students. If there are numerous student workstations to be set up, teachers may wait until the first class launches the program and provide instructions on how to enter the path for the initial running of *All The Right Type 3*.

2.6 Setting Access Rights and Permissions

Single and Lab Pack Installations

During normal operation, the student and teacher workstations all require read/write access to their own Database folders.

Network Installations

With the new database server application used in All The Right Type 3, it is no longer necessary for students or teachers to have any access rights to the database directory on the server. In fact, for security, it would be best to ensure that they do not have any rights nor any path mapped to the database.

The user/administrator account that is used to run the Database Server program needs full read/write access to the entire database directory, and all sub-directories.

During Installation

There are several desktop security systems in common use in schools: Fortres, DeepFreeze, and others. It is most often necessary to disable any desktop security systems you might have running in order to complete the installation.

Additionally, during installation, and during the first run of the program, the user computers must have read/write access to the Windows directory (Preferences folder on Macs). This is to allow the program to create the Student.iw and Teacher.iw files. Once those two files have been created, it should not be necessary to have anything beyond read-only access to these files.

Section 3

A Tour of *All The Right Type 3*

Introduction

All The Right Type 3 is an interactive program designed to teach keyboarding. It consists of two modules:

a) Learning buildings for students called the Learning Lab, Practice Pavilion, Skill Builder and the Testing Center. There is also the Records Library where students can review their scores, and a Word Processing Plaza for practicing with a word processing program.

b) Maintenance Building for teachers is used to manage the student records and set the Options for classes and students. Only the Teacher's program has the Maintenance Building.

All The Right Type 3 comes with a default "drillfile" (a set of lessons, skill builders and tests) called the *ATRT Standard Drillfile*.

Figure 3.1 When the *All The Right Type 3* 'Start-up' screen is finished loading files, click anywhere to continue.

Figure 3.2 The Teacher's Campus.

3.1 Starting the Program

Start the program on the teachers computer by double-clicking on the *All The Right Type 3* icon on the desktop. The shortcut/alias icon was automatically created during installation.

When the *All The Right Type 3* Start-up screen is finished loading files, click anywhere to continue. (Figure 3.1)

The campus is the first screen that displays. The manual section Campus Orientation describes the Campus Buildings and their functions.(Figure 3.2)

Figure 3.3 Accessing the **File** menu from the Campus screen.

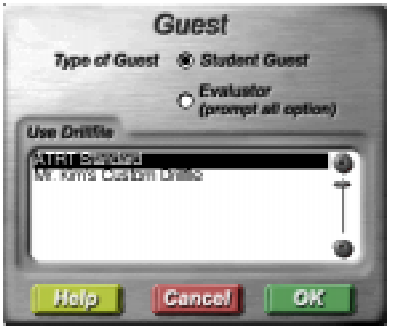


Figure 3.4 There are two types of 'Guest' – 'Student' and 'Evaluator'

Note: Records for Guests are maintained for the current session only. They are cleared out when the leaving the campus. User record functions are enabled in licensed copies of All The Right Type.

3.2 Signing On

Teachers Program

The Teacher's Program provides four possible ways to sign on.

As a (Student) Guest

Generally students choose the appropriate student name from the class records and open it to sign-on. *All The Right Type 3* loads and configures the proper options for the students and keeps progress records automatically updated in the system.

If the teacher or student does not want records to be kept from one session to another or if student records have not been set up, users can sign-on as a Student Guest.

To sign on as a Guest:

1. In the campus, click ***File*** from the menubar (top of screen) and select ***Sign-On*** from the drop down menu. (Figure 3.3)

2. Click ***Guest***. There are two types of Guest – Student and Evaluator. (Figure 3.4)

3. Students select ***Student Guest*** which presents the available drillfiles, including ATRT standard and any custom drillfiles added by teachers. The program uses only the default student options that teachers have selected in the Maintenance Building (Option screens).

As a Teacher Evaluator

Before continuing, or while assessing the program prior to purchase, teachers may want to sign on to *All The Right Type 3* as a Teacher Evaluator Guest to discover how the program behaves when various student options are changed.

To do this:

1. In the campus, click ***File*** from the menubar (top of screen) and select ***Sign-On*** from the drop down menu. (Figure 3.5)

2. Click ***Guest***. There are two types of Guest – Student and Evaluator. (Figure 3.6)

3. Teachers select ***Evaluator***. As an evaluator, teachers become aquainted with all aspects of *All The Right Type 3* by trying out the student options. This is done without running the separate Maintenance Building program that is normally used to assign these options to students. Students are not affected by changes made here.

4. A dialog box will appear describing the Evaluator mode. Click ***Edit*** to proceed to setup your desired option.

5. The Options dialog box will appear, allowing the user to change any of the settings. Click ***OK*** when you have made the desired adjustments

This mode provides teachers with a way to try all lessons and to change any options without affecting the program students are using. Try changing the various options and seeing the effect it has on the student lessons. When signed on as and Evaluator, you can always select Options from the top menubar.

Figure 3.5 Accessing the **File** menu from the Campus screen.

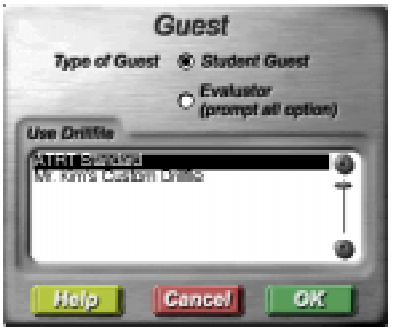


Figure 3.6 To sign on as a teacher evaluatorchoose Evaluator.

Figure 3.7 Accessing the **File** menu from the Campus screen.

As a Teacher

It is not normally necessary for the teacher to actually Sign on as Teacher as the Teachers Program will always start with the Teacher already signed in. If, however, the program has been signed in as Guest or Student, there will be a Sign on as Teacher caption on the Title Bar. Just click on that caption to return to Teacher sign on status.

Teachers Signing-On to Student Records

Teachers can sign-on to student records from the teachers campus using the same procedure as the students although there is not usually any need to do this. A student is not able to sign-on to a lesson until the teacher has exited from his/her student record.
To sign on :

1. From the campus, click ***File*** from the menubar (top of screen) and select ***Sign-On*** from the drop down menu. (Figure 3.7)

The Maintenance Building is the management utility provided to teachers to view and print student progress and to set options that control how the program reacts. It is not displayed while signed in as a student.

Student Program

The Student Program provides the same capability to sign on as a Guest or Evaluator, but most commonly students will sign on using their own name records.

Students Signing-On to Student Records

Once Student Records have been created by teachers, students can sign-on to the lesson and start having their progress recorded.

To sign-on to the students campus:

1. Select the appropriate class name from the Sign-On dialog box and click ***Open***. (Figure 3.7)

2. Select the student name from the ***Student Selection*** dialog box and click ***Select***. Students names display in the top menubar both in the campus and during the lesson.

3. The Learning Lab building flashes to indicate to students that this is the building to enter for the first lesson. (This occurs when the Sequence option is selected.)

Figure 3.8 Select the appropriate class name from the Sign-On dialog box.

Note: If teachers have entered a message into the Class Option or Student Option dialog box, the message displays to students before they begin their lessons.

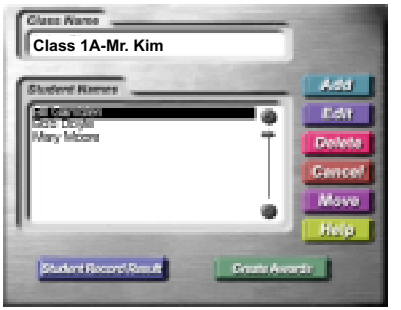
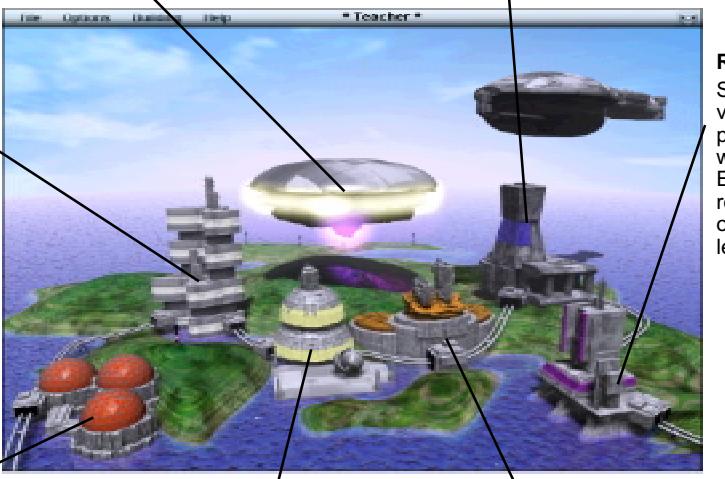


Figure 3.9 Select the student name from the Student Selection dialog box.

Maintenance Building
Teachers can set up student records, create custom lessons, skill builders and tests, and control program options to suit individual teaching preferences.

Word Processing Plaza
This option links you to a favorite word processing program.

Practice Pavilion
Uses the same drill material as Learning Lab but with a speed goal. The method of practice can be set by the teacher to standard lines and reports or an animated race using the 'Game' option.



Records Library
Students can view and print the progress of their work at any time. Each building has recorded results of completed lessons.

Learning Lab
Teaches proper posture and hand position. New keys are taught with the focus on correct finger reach without measuring speed.

Skill Building
Students improve skills with a series of graduated drills containing words, sentences and short paragraphs.

Testing Centre
Tests are marked in accordance with the standards used by leading typing authorities. Testing method, goals and time can be controlled by the teacher.

Figure 3.8 Teachers' Campus Overview

3.3 Campus Orientation

Start the program on the teachers computer by double-clicking on the *All The Right Type 3* icon on the desktop. The shortcut/alias icon was automatically created when the installation was performed.

When the *All The Right Type 3* Start-up screen is finished loading files, it indicates to "click anywhere to continue".

The campus is the first screen that displays and by running the mouse over the buildings the names of the buildings become visible.

Maintenance Building

The Maintenance Building is only present on the Teacher's Campus, and users running the Student program should never see this building. The presence of this building is the major distinguishing feature between the two programs.

Class and Student Records

A database is a collection of records, in this case storing Student Records and individual program options for each student. Student Records contain the student name, class name, options selected, progress records and scores. There is no limit (other than hard drive space) to the number of Student Records that can be created.

All The Right Type has the Student Records organized within Classes. The Teacher can create a record for each Class, and associate default options with the Class record. Then, as Student records are created within each class, they will take on the default class option. Of course, these options can be over-ridden for individual students as desired.

The Maintenance Building is the utility teachers use to:
Manage student records by:

- Creating and naming student records
- Importing lists of student names
- Customizing and setting student options

Evaluate student results by:

- Monitoring progress for Learning Lab, Practice Pavilion, Skill Builders and Tests
- Printing results either graphically or in text format
- Presenting Award Certificates
- Monitoring progress through the entire course

Drillfiles

A Drillfile is a set of Lessons, Skill Builders and Tests for use with *All The Right Type 3*. Think of drillfiles simply as typing exercises for each specific building. There is no limit (other than hard drive space) to the number of custom drillfiles that can be created and stored.

When working with Drillfiles, teachers use the Maintenance Building utility to:

- Create a custom drillfile (Lessons, Skill Builders, and Tests)
- Edit the custom material
- Cut and paste drills from another source (such as a word processor)
- Print the custom lessons, skill builders and tests

Learning Lab - for New Key Lessons

In the Learning Lab, students learn proper posture, hand positioning and mouse control. The first time students enter the Learning Lab, the Posture Review and Hand Position Review tutorials automatically play. When these Reviews are complete, lesson 1 from the Learning Lab lessons begins.

When students enter the Learning Lab again, the Review tutorials do not play, but they are available optionally. Students can select the appropriate button on the Learning Lab dialog box and run either one as required. It is important that students review these segments at the beginning of the first few lessons.

1. Click on the Learning Lab building on the Campus.
2. Select the first lesson and click Select. The first lesson students choose is the first lesson shown in gray print. (Red lines indicate that the lessons have been completed.)

Students follow the instructions at the bottom of the screen, working their way through the lesson. If an error is made in the sections “Lets learn new keys”, the program displays the correct reach and finger positions and pauses until the correct character is typed. These lessons are not timed.

When the lesson is completed, a fireworks display appears on the screen. Students can check their results by clicking Show Results from the menu bar.

Results are recorded in the Records Library.

Figure 3.9 In the Learning Lab, students learn proper posture, hand positioning and mouse control.

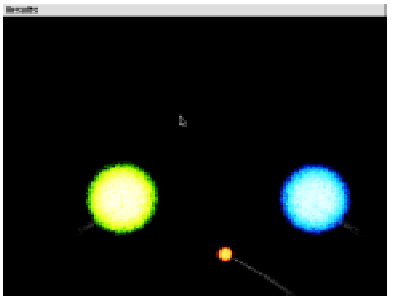


Figure 3.10 When the lesson is completed in the Learning Lab, a fireworks display appears on the screen.

Note: The Keypad Review can be run at any time. It provides a tutorial for learning numbers on the keypad. Results are not recorded for these lessons.

Note: The Mouse Review is a way to teach students dexterity and accuracy when using the mouse. It provides a fun way to practice mouse skills. Results are not recorded.

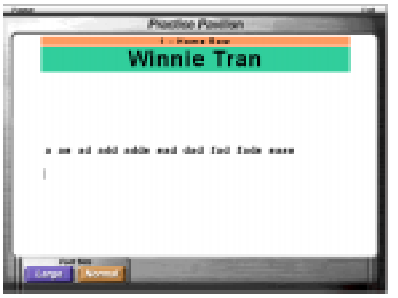


Figure 3.11 Students practice their skills in the practice Pavilion.

Figure 3.12 When a lesson is complete in the Practice Pavilion, a 'Congratulations' screen displays.

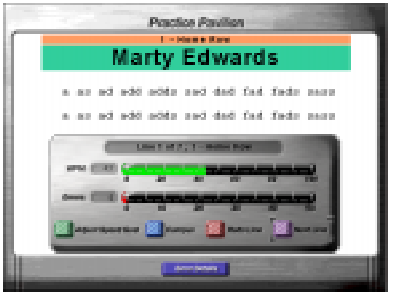


Figure 3.13 Error Details helps students understand where they need more practice.

Practice Pavilion - for Developing Speed and Reinforcement

The Practice Pavilion uses the same drill material as Learning Lab, but with a speed goal. The presentation method is preset by teachers (in the Options screens) to be Standard lines, (the default) or an animated Game.

1. Click on Practice Pavilion building on the Campus.
2. Select the first lesson in gray print and this should also be the same lesson number as completed in the Learning Lab. Click ***Select***.
3. Students click on any of the pre-selected speed buttons or click Set my own speed and enter a WPM speed. Click ***OK***. (Figure 3.11)
4. When a lesson is complete in the Practice Pavilion, a Congratulations screen displays. Click ***Show Results*** from the menu bar and a Results Report is displayed on the screen. (Figure 3.12)
5. Click ***Error Details*** to review the lesson just typed to see where the errors occurred. This helps students understand where they need more practice. (Figure 3.13)

Results are recorded in the Records Library when a lesson is completed.

Skill Building - for Building Skills

In the Skill Builder building, students build speed and accuracy with a series of graduated drills containing three sections—isolated words, sentences, and a short paragraph.

1. Click on the Skill Building on the Campus.
2. Select the next lesson, which will be the first line in gray print. (Figures 3.14) (Lesson lines printed in red are completed lessons.) It will be the same lesson number that was completed in the Learning Lab and the Practice Pavilion. (Figure 3.15)
3. Upon completion of the "Isolated Words" section, an Isolated Words-Results Report displays to allow students to review speed and accuracy accomplished in this lesson. Select ***Next Section***.
4. The "Sentences" section displays an exercise and when students have completed this section, clicking ***Next Section*** starts the "Paragraph" section.

When all three sections are complete, the first 2 portions of a puzzle are uncovered revealing a small portion of a picture. As each of the Skill Builder lessons are completed 2 more portions are uncovered until the last lesson completed reveals the entire picture. (Figure 3.16)

Results of the Skill builder lessons are recorded in the Records Library.

Skill Building
Skill Builder
1 - Home Row
2 - e and u
3 - Capitals and Period
4 - r and i
5 - g and h
6 - o and v
7 - t and y
8 - b and c
9 - m and n
10 - p and q
11 - w and z
12 - x and Apostrophe
13 - Comma and ?
14 - numbers ! and 2
Help
Exit
Select

Figure 3.14 Selecting a Skill Builder lesson.

Figure 3.15 Students develop skills in the Skill Building.

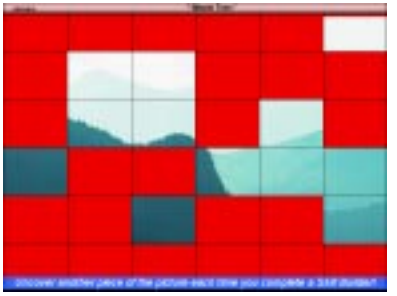


Figure 3.16 As students complete the skill builder lessons, the puzzle picture is gradually revealed.

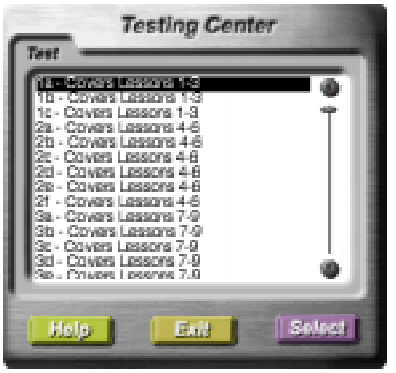


Figure 3.17 Select the first lesson in gray print in the lesson list.

Figure 3.18 Testing in progress. The test and practice environments are similar, so students can focus on demonstrating their ability.

Important: In the Testing Center, students take tests after three lessons are complete in all three of the learning buildings. (Learning buildings are the Learning Lab, Practice Pavilion and Skill Builder.)

Important: The time does not begin until the first letter of the exercise is typed. This gives students time to get ready.

Testing Center - for Testing Progress

Tests are marked in accordance with rules used by leading typing authorities. Testing methods, goals and time limits can be configured by teachers. See Section 4-Getting Ready for Class-Options and Their Implications. Notice that test lesson 1 has only three tests to complete, but all subsequent lessons have six tests each.

1. Click on the Testing Center building on the Campus.
2. Select the first lesson in gray print in the lesson list. (The lessons in red and blue indicate completed lessons.) Click Select. **(Figure 3.17)**

If Speed Goal mode and a goal value were selected by the teacher on the Options screen, the program displays this goal in a message box when the test is selected. It should be noted that the goal, if selected, is just a goal. The program will not treat it as a minimum threshold.

When ***OK*** is clicked to start the selected lesson, the program calculates the one-minute mark and highlights the target word. This is the word the students need to be at to accomplish meeting the words per minute goal in the 1 minute time period. There is a warning sound when the time is up. Students need to finish the test, even after the warning sound, to have scores recorded. (Figure 3.18)

Results of Tests are recorded in the Records Library.

Word-Processing Plaza

1. Click on the Word-Processing Plaza.

A blank word-processing document opens on screen. Students can learn to use a word-processing document as an additional skill or teachers can prepare exercises as added practice. This is an optional building and not part of the learning sequence.

Progress and scores are not recorded for the Word-Processing Plaza.

If you want to change the default word processor setting, refer to Section 5.6– Ongoing Operation–Changing the Default Word-Processor, for details on how to change the default setting to access another word processor application.

Note: By default, the Word-Processing Plaza uses the built-in Macintosh word-processor SimpleText, and WordPad is used for Windows. (Windows NT systems default to NotePad.)

Tip: It is recommended to use the default word-processors.

Tip: If changing the default word-processor, it is recommended that teachers agree on one word-processor application to use for all classes. Otherwise, each teacher will need to re-set this each time, prior to the class starting the lesson.

Records Library - for Reports

Click on the Records Library.

Students can examine their own progress records at any time by clicking on the Records Library. (Figure 3.19)

If students have signed-on by selecting their class and student name, all lessons they have complete in the Learning Lab, Practice Pavilion, Skill Builder and Test Center are available for review or print.

When they sign-on as a ***Student Guest***, the results for the current session only will be recorded. Once they sign off the marks are cleared out.

By default, reports display in text format. Students can also view the reports in a bar graph format by clicking ***Graphics***. (Figure 3.20)

Students move through the different pages of the report by clicking ***Next*** and ***Previous*** and they print their record by clicking ***Print***.

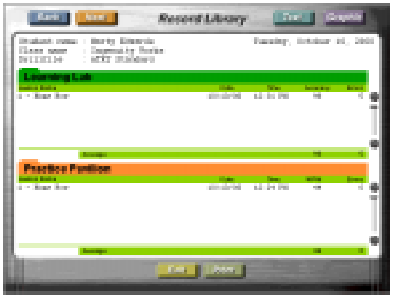


Figure 3.19 Students can examine their own progress records at any time by clicking on the Records Library.

Figure 3.20 Students can also view the reports in a bar graph format by clicking Graphics.

Section 4

Getting Started

This section is intended primarily for the teacher(s) responsible for preparing *All The Right Type 3* for use by students. We will cover most of the functions that must be considered before students start using the program.

Throughout this section, it is assumed that the user is already signed on to the Teachers Program.

4.1 Teacher's Password

To create the Teacher's password:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.1)
2. A ***Teacher Password*** dialog box opens. Click Change. (Figure 4.2)
3. If a password has not yet been created, use the Tab key to by-pass the ***Old Password*** and to move to the next field.
4. In the ***New Password*** field, type a password. This password will apply to all teachers entering the Maintenance Building.
5. Press the Tab key again to move to the ***Confirm Password*** field and re-type the new password. This confirms that it was typed in correctly the first time.
6. Click ***OK***.

Note: To access the Maintenance Building it is recommended that teachers be assigned a password. This is to prevent students from accessing the Maintenance Building and potentially deleting records or drills.

Figure 4.1 To add students, start in the Maintenance Building.

Tip: Launching *All The Right Type 3* on the teacher's computer will display the teacher's campus. The Maintenance Building is included as one of the buildings on the screen whereas on the students' campus, the Maintenance Building is not displayed.

Figure 4.2 Enter your teacher's password. If you are not using one yet, click OK.

Tip: In the teachers' campus, teachers can enter the buildings and try the features to discover how the program is organized. Options set here do not affect the students. Marks are recorded only for the current session and when the program is exited the recorded marks are removed.

4.2 Classes and Student Names

All The Right Type 3 stores records in a hierarchical database of Student Names stored within Classes. The first step in setting up your system for use is to create the list of Classes, and then record the individual Student Names within those Classes.

Whenever a new Class is created, you have the option to establish the default options that will be used by Students within that class. The Class Options (and Student Options) control the way lessons are presented to students.

Before creating classes, teachers should be aware of the options and their effects.

Figure 4.3 The Class Options dialog box.

Options and Their Implications

Class Name

Class names must be unique and can be a maximum of 30 characters long. It is helpful to give the class names a meaningful name. An example would be Mr. Jones class 1A-Grd 5.

Student Name

Student Names must be unique within each class but a student name can be repeated in any number of classes. The name entered is displayed at the top of the program at all times while the student is signed on.

Import Student Names

If you have a list of student names that you want to import into a Class, use this button to import a list of student names in text format.

Drillfile

Drillfile option specifies which drillfile students use when they run *All The Right Type 3*. The default built-in drillfile is called *ATRT Standard Drillfile*. Additional drillfiles which are entered by teachers are called custom drillfiles. (See Section 4.3 – Adding Custom Drillfiles.) To change the drillfile, click on ***Drillfile*** and select a new one from the list of available drillfiles.

Lesson Error Threshold

Lesson Error Threshold sets the accuracy needed to automatically proceed to the next line by activating the default button to be Next Line. Pressing the Enter/Return key will display the next line to be typed in the current lesson. Depending on the percentage of errors set, this number of errors is accepted before changing the Redo button becomes the default (this line). This option controls the Learning Lab and Practice Pavilion in *All The Right Type 3*.

Penalty

Penalty option specifies the WPM deducted for each error in a Skill Builder or Test. You may select an error penalty between 1 and 10. For beginning students, we recommend leaving the error penalty at '1'. Words Per Minute (WPM) are calculated as follows:

$$WPM = \frac{(keystrokes/5) + (errors \times penalty)}{Time\ in\ minutes}$$

Lesson Error Event

Lesson Error Event option controls whether a sound or a title bar flash will occur when a student makes an error in the Learning Lab. The continual beeps may be disruptive to some classes. Some students may feel uncomfortable if everyone knows when they are making mistakes. To substitute the beeping sounds, select Caption Flash.

Keyboard Style

Keyboard Style option sets the type of keyboard being used at the workstation. The choices are Mini, Standard or Ergonomic.

Practice Mode

Practice Mode refers to the way drills are presented in the Practice Pavilion. The teacher sets whether a student will use the Standard method or the animated Games exercises. This depends on the age and motivation level of students.

Standard mode - Students are presented with text lines to type until the drill is completed. The students select the speed-goal while the teachers can control the accuracy needed to proceed automatically to the next line by setting the penalty in the Options screen.

Game mode - Unlike games in other keyboarding programs, the Games mode does not distract students with falling letters or random letters popping up on the screen. Nonetheless it is highly motivating and helps increase the attention span of students.

Test Mode

Test Mode refers to the method of testing in the Testing Center. There are two options. For each of these options the teacher can preset the Speed Goal (words per minute) or the Timed Writing time limit. The teacher can also allow the students to make the choice by specifying User Prompt.

Speed Goal mode requires that students complete all the text presented in the test. It is recommended that the teacher choose User Prompt. This permits students to set their own speed goal. The tests are automatically and accurately marked. Failure to meet a goal will not stop the student from completing the test … the goal is only used as a way to provide positive encouragement for the attainment of the goal.

Timed Writing mode requires that students type for a specific period of time. This system was designed for a time when there were rooms full of typewriters and there were few computers. The only way to mark fairly was to stop everyone at the same time, collect papers and mark them manually. Some teachers prefer this more traditional system.

Word Wrap

If Word Wrap is selected, text is automatically wrapped at the end of a line in the Skill Builder and Testing Center. The text functions the same as a word processor, moving the student to the next line automatically. Some teachers may prefer to simulate the old fashioned typewriters which required the carriage having to be pulled back between each line.

Backspace Key

If Backspace Key is selected it will allow users to correct errors using the Backspace key. If not selected corrections will not be allowed.

Tip: It is recommended that the Backspace option be unselected so students can concentrate on their typing speed and not be slowed down by the backspace corrections.

Tip: Speed Goal mode is the preferred method of doing tests.

Tip: Most people are most comfortable with the Word Wrap option enabled. Once the end of a line is reached, Word Wrap moves the cursor to the next line automatically, just as word processors do.

Tip: It is recommended that one space after a period be used. This is the standard.

The story behind one or two spaces after a period:

There was a time when you could identify a professionally typed page by simply checking to see if it had two spaces after periods. Mechanical typewriters allotted the same space for every letter, whether it was a wide **m** or a narrow **i**. The period, being narrow, looked out of place if only one space was typed at ends of sentences, therefore typing tests recommended two spaces.

On today's computers unless a monospaced font is used, such as Courier to replicate the look of mechanical typewritten work, the characters are proportional. This means the letter m takes up more space than the letter I. With proportionally spaced letters, one space after a period is now the accepted rule.

Display Lines

If Display Lines is not selected, the drill material will not be displayed on the screen during a Skill Builder or Test. A printed copy of the drill material will need to be provided to each student to complete the test.

Use WAM

If Use WAM is selected, the program will replace the WPM (Words Per Minute) abbreviation with WAM (Words a Minute) on printed reports and on screen messages.

Sequence

If the Sequence option is selected students will be allowed to enter the buildings only in order of the Flashing buildings. The program will not allow students to enter buildings at random.

Password

If the Password option is selected, a password will be required when the students sign on to any student name. If it is not checked students can sign on to any of the student records.

Space After Period: One/Two

Space After Period option determines the number of spaces between sentences in the built-in *ATRT Standard* drill material. This is for sentences that are not at the end of a paragraph. Here students should be pressing the Enter/Return key.

Messages to Students

In the Class Options dialog box, this field is for teachers wanting to type a message that will display to *all* students in a specific class. The message appears when students sign on to *All The Right Type 3.*

Messages can be entered that will display to *specific* students only. These are entered into the Student Option dialog box.

Creating Classes

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.4)
2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.5)
3. A dialog box opens, asking you to Select an Option. Click ***Student Records***. (Figure 4.6)
4. A ***Class Records*** box displays. Click ***Add***. (Figure 4.7)
5. The ***Class Options*** dialog box opens. Type a class name. (Figure 4.8)

Tip: It is best to create a name that easily identifies a class such as Mr. Smith, Period 1A so students can locate their names faster.

Figure 4.4 To add students, start in the Maintenance Building.

Figure 4.5 Enter your teacher's password. If you are not using one yet, click OK.

Figure 4.6 When entering student names. click Student Records.

Figure 4.7 The Class Records dialog box displays. Click Add.

Figure 4.8 The Class Options dialog box. Type in a class name, Click Save.

Tip: It is best to create a name that easily identifies a class such as 'Mr. Smith, Period 1A in order that students can locate their names faster.

Note: For a discussion of the Class Options, see Options and Their Implications at the beginning of Section 4.2, or click Help.

Note: The default options are recommended for setting up your actual classes and student names.

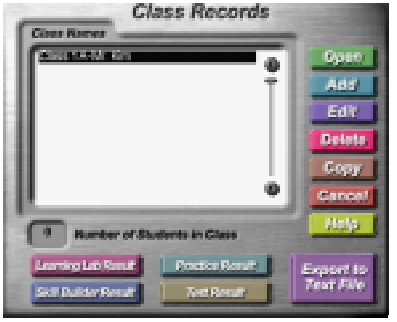


Figure 4.9 The Class Records dialog box.

6. Most schools use the suggested options, however all options can be changed. Whatever values you set on this screen will be used as the default values for each student added into this Class.

7. Click ***Save***.

8. The class name that was just entered will be listed in the ***Class Records*** dialog box (Figure 4.9).

Creating Class and Student Records (for non-networked computers)

Teachers create Student Records on their computer for all students.

1. Copy the database file (data.v12) to a floppy disk and go to each individual student workstation.

2. Using the standard method for Windows or Macintosh computers, copy the data.v12 file to each student workstation's hard drive into the Database folder. It will overwrite the existing file. The student database is now copied to each of the workstations and can be used to sign-on.

Deleting Classes

To delete a Class Record:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.10)
2. Enter the Teacher's Password (If you are not using a password yet, just click ***OK***). (Figure 4.11)
3. A dialog box opens, asking you to Select an Option. Click ***Student Records***. (Figure 4.12)
4. The Class Records Dialog bo opens. Select a class name from the list and click ***Delete***. (Figure 4.13)
5. A message box opens indicating that a Class Record is about to be deleted.

Important: All progress records and student marks for this class will be deleted.

6. Click ***Delete*** to continue or click ***Cancel*** to stop the delete.

Figure 4.10 To add students, start in the Maintenance Building.

Figure 4.11 Enter your teacher's password. If you are not using one yet, click OK.

Figure 4.12 To access Class Records, click Student Records.

Figure 4.13 Select a class name to delete.

Figure 4.14 Start in the Maintenance Building.

Figure 4.15 Enter your teacher's password. If you are not using one yet, click OK.

Figure 4.16 When entering student names. click Student Records.

Figure 4.17 Select a class, Click Copy.

Copying Classes

There may be a group of student names that teachers want to copy to another class record. To do this:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.14)
2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.15)
3 A dialog box opens, asking you to Select an Option. Click ***Student Records***. (Figure 4.16)
4. The ***Class Records*** dialog box opens. Select a class name with the student names to be copied. Click ***Copy***. (Figure 4.17)
5. The ***Class Options*** dialog box opens with the class names from the selected class listed. Enter a new Class Name. (Figure 4.18)
6. Click ***Save***.
7. The original class is duplicated under the new name.

Figure 4.18 Copying a class. Enter a new Class Name and click Save.

Creating Student Records

Adding students one at a time

This section describes how to add individual students to your class.

To add students to a class, you need an existing class. If you need to create a new class, first go to Creating Classes.

To Add a Student to a Class

1 Enter the Maintenance Building by clicking on its image on the Campus screen. (Figure 4.19)

2 Type in the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.20)

3 A dialog box opens, asking you to Select an Option. Click ***Student Records***. (Figure 4.21)

4 The ***Class Records*** dialog opens. Select your class by name and click Open.(Figure 4.22)

5 The ***Class Name/Student Name*** dialog box opens with the Class Name at the top and the Student Name section in the lower window. (Figure 4.23)

6 Click ***Add***.

Figure 4.19 Start in the Maintenance Building.

Figure 4.20 Enter your teacher's password. If you are not using one yet, click OK.

Figure 4.21 When entering student names. click Student Records.

Figure 4.22 Select a class, Click Copy.

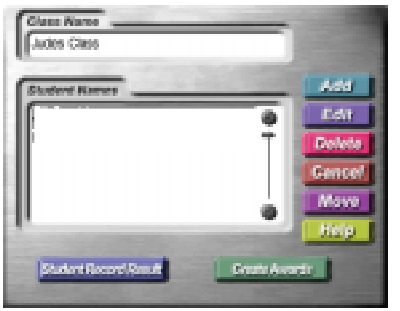


Figure 4.23 Click Add to add students to a class.

Figure 4.24 Type a student name and click OK. If you are adding more students, Click Multi-Add.

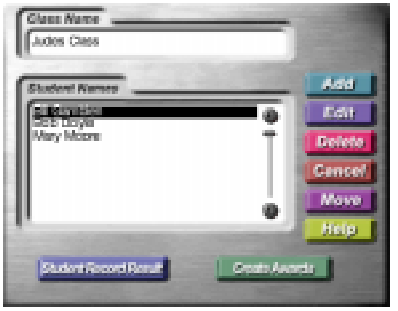


Figure 4.25 The student name you added appears in the list.

Tip: If you have a group of students to be added to the same class, see **Using Multi-Add to Speed Entry** in the following section.

7 The ***Student Options*** dialog box opens. Type the Student Name into the appropriate field. (Figure 4.24)

8 Click ***OK***. The student name entered is now listed in the Class Name dialog box. (Figure 4.25)

9 To return to the Campus, click File on the menubar and select Return to Campus from the drop-down menu. Or click Exit or Cancel to back out of each screen.

Options

The options control the way the *All The Right Type 3* lessons are presented to students. See Section 4.2-**Getting Started-Options and Their Implications**, or click ***Help***.

Using Multi-Add to speed entry

Where a large list of student names need to be added, All The Right Type 3 provides a capability to quickly enter all the names, with reduced waiting for processing.

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.26)

2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.27)

3 A dialog box opens, asking you to Select an Option. Click ***Student Records***. (Figure 4.28)

4. A ***Class Records*** box displays. The class names that have been entered will be listed in the Class Records dialog box. Select the class name for the students to be added, and click ***Open***. (Figure 4.29)

Figure 4.26 To add students, start in the Maintenance Building.

Figure 4.27 Enter your teacher's password. If you are not using one yet, click OK.

Figure 4.28 To access Class Records, click Student Records.

Figure 4.29 Select a class name to delete.

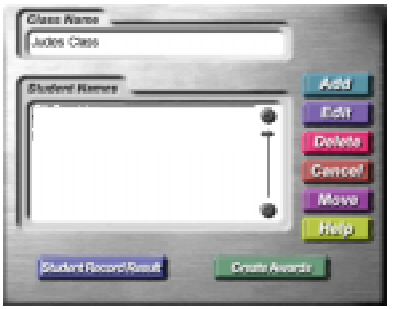


Figure 4.30 Click Add to add students to a class.

Figure 4.31 Type a student name and click OK. If you are adding more students, Click Multi-Add. When all names have been added, Click OK.

5. The Class Name/Student Name dialog box appears with the class name at the top and an empty Student Name section. Click Add. (Figure 4.30)

6. The Student Options dialog box opens. Type the first student name into the appropriate field. Click ***Multi-Add***.(**Figure 4.31)**

7. You will now be ready to add another student name. Continue typing names and after each student name is added click ***Multi-Add***. When all names are entered, click ***OK***.

8. There will be a short delay while the program processes your list of names. All the names entered will then appear under Student Names in the ***Class Name/Student Name*** dialog box.

9. Click ***Exit*** to back out of each screen to get back to the campus or click ***Return*** on the menubar and select ***Return to Campus*** from the drop-down menu.

Importing student lists from a text file

If teachers have an existing list of student names stored in another document, it is possible to import all the names at one time. The document must be in text format and should be formatted with each student's name on a separate line followed by a carriage return <enter key>.

Example class files in the correct format for importing are included on the *All The Right Type 3* CD-ROM. The files are called <mac_Import_Ex_Class.txt> and <pc_Import_Ex_Class.txt> You can open a copy of one of these files and follow its example to format your own class files for importing.

Student name lists throughout *All The Right Type 3* will be sorted alphabetically by the names you provide, so to sort by the students' given name (first name), record names with the students' given name (first name) first, followed by the surname (family name). If you prefer, though, names can be entered with the surname first, in which case, lists will be sorted by the students' family names. Names can include a limited amount of other information (such as student numbers) if necessary. A maximum of 30 characters is allowed for each student name.

Each Class must be imported from a separate text file, and the text files should not contain any extra records, such as blank lines or 'comment' lines, as these extra lines will result in extra student name records being created in the Class list.

To import the student names:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.32)

2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.33)

3 A dialog box opens, asking you to Select an Option. Click ***Student Records***. (Figure 4.34)

4. The ***Class Records*** dialog box opens. Click ***Add***. (Figure 4.35)

Figure 4.32 To add students, start in the Maintenance Building.

Figure 4.33 Enter your teacher's password. If you are not using one yet, click OK.

Figure 4.34 To access Class Records, click Student Records.

Figure 4.35 Click Add.

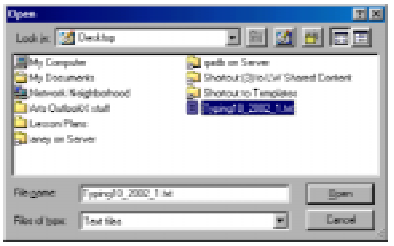


Figure 4.36 Browse to the text file containing the class list and click Open.

Figure 4.37 Browse to the text file containing the class list and click Open.

5. In the Class Options dialog box, enter a class name.

6. Click ***Import Student Name*** and a Windows or Mac dialog box opens to browse to the student name document. Select your text file and click ***Open*** (Windows: Figure 4.36, Macintosh, Figure 4.37).

7. There will be a short delay while the program processes your list of names. All the names entered will then appear under Student Names in the ***Class Name/Student Name*** dialog box (Figure 4.38).

8. Click ***Save***.

Figure 4.38 Importing a class list. Click Import Student Name to browse to the text file containing your class list.

Deleting Student Records

To delete an individual student record:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.39)

2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.40)

3 A dialog box opens, asking you to Select an Option. Click ***Student Records***. (Figure 4.41)

4. The Class Records dialog box opens. Select a class name from the list and click ***Open*** (Figure 4.42).

Figure 4.39 To add students, start in the Maintenance Building.

Figure 4.40 Enter your teacher's password. If you are not using one yet, click OK.

Figure 4.41 To access Class Records, click Student Records.

Figure 4.42 Select a class name to delete, and click Open.

Figure 4.43 Select a Student Name(s) from the list of students and click Delete.

Figure 4.44 To add students, start in the Maintenance Building.

Figure 4.45 Enter your teacher's password. If you are not using one yet, click OK.

Figure 4.46 To access Class Records, click Student Records.

5. The ***Class Name/Student Name*** dialog box opens. Select a Student Name(s) from the list of students and click ***Delete*** (Figure 4.43).

6. A message box opens indicating that a Student Record is about to be deleted and to advise that all progress records and student marks will be deleted.

7. Click ***Delete*** to continue or click ***Cancel*** to stop the delete process.

Changing Class Options

It is sometimes desirable to change all of the options for every member of the class so that all students will be set the same.

To change all options globally for an entire class of students:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.44)

2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.45)

3 A dialog box opens, asking you to Select an Option. Click ***Student Records***. (Figure 4.46)

4. The Class Records dialog box opens. Select a Class Name from the list and click Edit (**Figure 4.47)**.

5. The Class Options dialog box opens. Make changes as needed and click Save **(Figure 4.48)**.

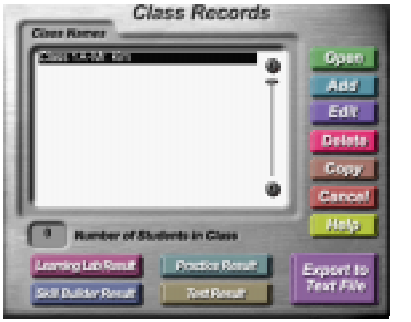


Figure 4.47 Select a class name to delete.

Note: Changes made here are 'global' and automatically change the options for all students in the selected class. See Section 4-Getting Ready for Class-Options and Their Implications.

Important: By using this function, all options for all students in the class will be set to the values on the Class Options screen.

Figure 4.48 Changing Class Options. Make Changes as needed and click Save.

Figure 4.49 To change options, start in the Maintenance Building.

Figure 4.50 Enter your teacher's password. If you are not using one yet, click OK.

Figure 4.51 To access Class Records, click Student Records.

Figure 4.52 Select a class name to delete.

Changing Student Options

To change the options for a single student within a class:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.49)
2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.50)
3 A dialog box opens, asking you to Select an Option. Click ***Student Records***. (Figure 4.51)
4. In the ***Class Records*** dialog box select a class name from the list and click ***Open*** (Figure 4.52).

5. Select a student name from the ***Class Name/ Student Names*** dialog box and click ***Edit*** (Figure 4.53).

6. The ***Student Options*** dialog box opens. Make changes as needed and click ***Save*** (Figure 4.54).

Figure 4.53 Select a student name from the Class Name dialog box and click Edit.

Figure 4.54 The Student Options dialog box. Make changes as needed and click Save.

Note: The changes made here will affect only the selected students.

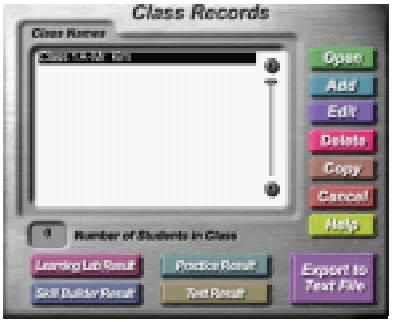


Figure 4.55 Select a class name to move students to or from.

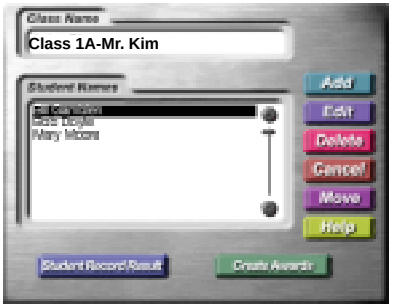


Figure 4.56 Click Move from the class Name dialog box.

Moving Student Names

If students are to be moved to another class, teachers can easily move the student name(s) accordingly. To do so:

1. Enter the Maintenance Building by clicking on its image on the Campus screen.
2. Enter the Teacher's Password (If you are not using a password yet, just click ***OK***).
3. A dialog box opens, asking you to Select an Option. Click ***Student Records***.
4. In the ***Class Records*** dialog box select one of the class names that the students are being moved from or to, and click ***Open***. (Figure 4.55)
5. Click ***Move*** from the Class Name/Student Names dialog box. (Figure 4.56)
6. In the ***Transfer Class*** dialog box, class and student names will display in the left column. (Figure 4.57)
7. At the top of the right column, select the destination class name. The destination class list displays.
8. Select student name(s) from one of the two columns (selected names will turn red) and click on the **>** or the **<** button to move the highlighted students over.
9. Click ***Close*** when done.

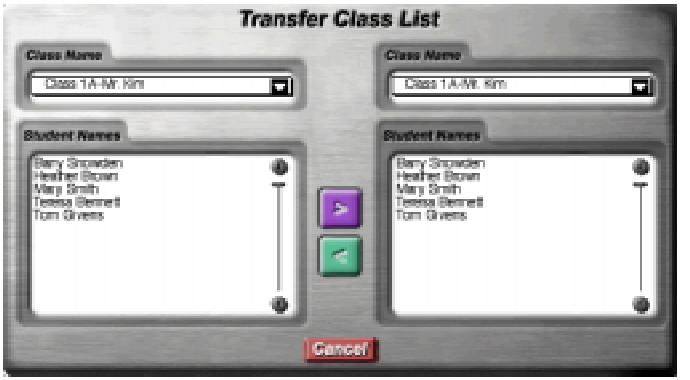


Figure 4.57 The Transfer Class dialog box provides a way to move students from one class to another.

4.3 Custom Drillfiles

Teachers can create custom drillfiles for use with *All The Right Type 3*. A drillfile is a collection of lessons, skill building exercises and/or tests.

Using the Sequence Option

The Sequence option is a valuable tool for guiding students through the process of learning skills. Drillfiles that are used with the Sequence option turned on must conform to specific structure. The ATRT Standard Drillfile follows the structure for Sequencing.

You can create Custom Drillfiles with the structure to enable Sequencing. If you want students to follow the Learning Sequence with your custom drillfiles, the custom drillfiles must conform to the structure described in this section.

NOTE: If the custom Drillfiles do not follow the rules for Sequencing, the Sequence option will be automatically turned off.

The rules for Sequenced Custom Drillfiles require that a set of Learning Lab, Practice Pavilion, and Skill Builder Exercises be matched to tests in specific ways. Exercises and tests must be set in specific ratios. In addition, exercises and tests should be labelled carefully to keep them organized and working together.

First, there must be three Learning Lab Exercises, three Practice Pavilion Exercises, and three Skill Builder Exercises. This 3:3:3 set of exercises is the exercise sequence. Keep in mind that the exercises you create through the Lesson(Practice) mode are used as both Learning lab Exercises and as Practice Pavilion Exercises.

Then, a minimum of one test and a maximum of twenty-six tests can be set to follow the exercise sequence in that drillfile. ATRT automatically labels the first test 1a. When the first test has been entered, you can enter more tests to work in sequence as part of the same custom drillfile. To do so, override the automatic labelling for the second and subsequent tests by typing 1b, 1c, 1c, ... 1z as you create each test. In this way, the digit 1 associates the test with

Note: The *All The Right Type 3 Standard* drillfile that is included with the program cannot be edited. It can be opened, copied and saved with a new file name. This new drillfile can then be edited as required. *All The Right Type 3* uses drillfiles located in the Databases folder.

Note: There is no limit other than hard drive space, to the number of drillfiles that can be created.

Note: If the lessons are not in Sets of 3,3,3,1, then the Sequence option will be turned off automatically by the program. You may fill in any combination of isolated words, sentences or paragraphs but in order for sequence to work there must be 3 Skill Building exercises.

Important: There are a small number of non alphabetical characters that are not accepted in drillfiles. A warning will appear if any of these are entered.

Summary:

Sequenced Custom Drillfiles must follow the structure 3:3:3:1a-1z

Minimum of one test (1a) to a maximum of 26 tests (1a-1z) for each drillfile.

Maximum of nine custom drillfiles. Tests for the second drillfile should be labelled 2a-2z.

the custom drillfile, and allows sequencing to remain on while students complete all the tests in the 1a-1z set.

A Custom Drillfile that does not comply to these rules will still work, but Sequencing will not be allowed. For example, if three Lesson(Practice) exercises are created, but only two Skill Builders, you will not be able to activate Sequencing for that drillfile. When Sequencing is off, students are not guided through the sequence of flashing buildings.

There are limits on the number of custom drillfiles. If all custom drillfiles were structured for sequencing, (in the 3:3:3:1a-1z ratio), and all custom drillfiles used twenty-six tests, then a maximum of nine custom drillfiles could be created, for a total of 234 tests labelled 1a, 1b, 1c,...1z, 2a..2z, and so on through to 9z. The numerical digit keeps the tests with their own drillfile. The letter following allows you to add additional tests to the same drillfile while using Sequencing.

For example:

Learning Lab	Practice Pavilion	Skill Builder	Test
1 - Jones LL1 lesson	1- Jones PP1 lesson	1- Jones SB1 lesson	1a - Test
2 - Jones LL2 lesson	2- Jones PP2 lesson	2- Jones SB2 lesson	1b - Test
3 - Jones LL3 lesson	3- Jones PP3 lesson	3- Jones SB3 lesson	1c - Test
			1d - Test
			1e - Test
4 - Smith LL1 lesson	4- Smith PP1 lesson	4- Smith SB1 lesson	2a - Test
5 - Smith LL2 lesson	5- Smith PP2 lesson	5- Smith SB2 lesson	
6 - Smith LL3 lesson	6- Smith PP3 lesson	6- Smith SB3 lesson	

Table 4.1 Above shows two sets of custom drillfiles, created by Mr. Jones and Mrs. Smith. Mr. Jones has five tests for students to complete in his set. Mrs. Smith, however, chose to add one test.

Creating Custom Drillfiles

To create a custom drillfile:

1. Enter the Maintenance Building by clicking on its image on the Campus screen
2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***).
3. A dialog box opens, asking you to Select an Option. Click ***Drillfiles***.(Figure 4.58)
4. The ***Drillfiles*** dialog box opens. Click ***Add***.
5. ***New Drillfile*** dialog box opens. Enter a unique name for this drillfile. An example might be Mrs.Jones-Gr5 The name can be 1 - 30 characters long. (Figure 4.59)
6. Click ***Save*** to continue.
7. In the ***Drillfiles*** dialog box select the new drillfile name and click ***Edit***. The file name entered is now recorded on the Drillfile Maintenance screen.
8. To create a new Lesson, click ***Lesson***. Type the text for the custom drillfile. Each line will stop at 40 characters and the <enter> or <return> key will be required to continue to the next line. Lessons are used in the Learning Lab and Practice Pavilion.
9. To enter a new Skill Builder, click on ***Skill Builder*** and then select the type of Skill Builder being entered. There are three choices: Isolated Words, Sentences, or Paragraph. Select one and enter the appropriate text. The words at the end of the line will automatically wrap.
10. To enter a new Test, click on ***Test*** and type in the text. The words at the end of the line will automatically wrap.
11. Click on ***Save***.

The Drillfile is now ready for student use.

Figure 4.58 To access Class Records, click Student Records.

Figure 4.59 Enter a unique name for your new drillfile.

Figure 4.60 Select the new drillfile name and click Edit.

Important: The document being copied must conform to the Drill Rules (see above) or they will cause error messages.

Note: *Lessons* must be given a number from 1 to 27, and a name up to 30 characters long.

Note: *Skill Builders* must be given a number from 1 to 27, and a name up to 30 characters long.

Note: *Tests* must be given a number-letter label, with a digit from 1 to 9 in the first position, and a letter from a-z in the second position, as well as a name up to 30 characters long.

Drillfile Rules

- There are maximum lines and maximum characters that can be added to a custom drillfile. These are shown on the dialog boxes for each Lesson, 'Skill Builder, or Test being created.
- Lesson exercises are limited to 20 lines with a maximum of 40 characters per line. The Enter key must be pressed at the end of each line. There can be 800 characters total. The exercise can contain no blank lines in the text added. The program will automatically remove all blank lines when saving.
- Skill Builder exercises + (Isolated Words) are limited to 6 lines of words and 240 characters total. Words will wrap to the next line.
- Skill Builder exercises + (Sentences) and (Paragraph) are limited to 6 lines of sentences or 240 characters total. Words will wrap to the next line.
- Test exercises are limited to 50 lines or 2000 characters.

Creating Custom Drillfiles from a Word Processor Document

If specific text is already saved in a word processor file, teachers can use this text as a custom drillfile. The document must be in text format and conform to the drillfile maximum character rules listed above.

To copy text:

1. Open the document in the application in which it was created.
2. Copy the text to the clipboard. (Ctrl-C on Windows, Command-C on Mac)
3. Open the Maintenance drill file dialog box to where the text will be copied.
4. Paste it into the appropriate Drillfile Maintenance field. (Ctrl-V on Windows, Command-V on Mac)

Using Custom Drillfiles

Students and Evaluators can choose any Drillfile when they sign on as a Guest.

When students sign on using their student records, a drillfile is automatically selected. Teachers will already have selected the drillfile in the Class Options or Student Options dialog box. (See Section 4.2 – Classes and Student Records). When students sign on and use the specified drillfile it is marked and recorded in the same way as the ATRT 3 Standard drillfile.

Student Record Considerations

A student can only be set to use one drillfile at any one time. If the teacher switches a student from one drillfile to another, the student's results will be retained on file for both drillfiles. Reports, however, will only show the results for the drillfile the student is current set to use.

Note: Student Records are protected when changing drillfiles. Previous versions of *All the Right Type* required special measures to protect student records when changing drill files in mid-session. *All the Right Type 3* allows students to change drill files in mid-session while still preserving records for the abandoned drill file. A student may return to the abandoned drill file any time and resume the previous session with the record intact.

Tip: There is no procedure required to protect student records when changing drill files. Records are protected automatically when changing drill files.

Figure 4.61 To add students, start in the Maintenance Building.

Figure 4.62 Enter your teacher's password. If you are not using one yet, click OK.

Figure 4.63 To access Class Records, click Student Records.

Note: If Skill Builder is selected, click on the type of Skill Builder from the Skill Builder Maintenance dialog box (Isolated Word, Sentences or Paragraph).

Figure 4.64 Click Edit in the Drillfiles dialog box.

Editing Drillfiles

Note: If major changes are made to a drillfile, significant confusion can result for students who are already using that drillfile. For this reason, it is not recommended that you make major changes except between school terms. Minor changes should not cause any difficulty.

Teachers can edit lessons, skill builders and tests of a custom drillfile.

To do this:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.61)
2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.62)
3 A dialog box opens, asking you to Select an Option. Click ***Drillfiles***. (Figure 4.63)
4. In the ***Drillfile*** dialog box, select the drillfile name to be edited and click ***Edit***. (Figure 4.64)
5. The ***Drillfile Maintenance*** dialog box opens. Click on the type of drill to be changed, (Lesson, Skill Builder or Test) and select the exercise from the list that displays in the list. (Figure 4.65)
6. Click ***Edit*** to display the text and make the changes as needed.
7. Click ***Save*** to continue.

Figure 4.65 Select the type of drill name to be changed, and select the exercise from the list, then click Edit

Deleting Custom Drillfiles

Important: If a custom drillfile is selected for deletion, associated student scores and records are also deleted. Make a hard copy of the scores you want to save and then proceed to delete the drillfile.

To delete a custom drillfile:

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.66)
2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.67)
3. A dialog box opens, asking you to ***Select an Option***. Click ***Drillfiles***. (Figure 4.68)
4. In the ***Drillfiles*** dialog box, select the drillfile name to be deleted and click ***Delete*** to remove the entire drillfile and all lessons. (Figure 4.69)
5. A message will appear to confirm that you want to delete the drillfile, scores and student records. Click ***Delete***.

Figure 4.66 To add students, start in the Maintenance Building.

Figure 4.67 Enter your teacher's password. If you are not using one yet, click OK.

Copying Custom Drillfiles

To create a new drillfile, it is often much easier to start by copying any existing drillfile.

1. Enter the Maintenance Building by clicking on its image on the Campus screen (Figure 4.66)
2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.67)
3 A dialog box opens, asking you to Select an Option. Click ***Drillfiles***. (Figure 4.68
4. In the ***Drillfiles*** dialog box, select the drillfile name to be copied and click ***Copy***. (Figure 4.69)

Figure 4.68 To access Class Records, click Student Records.

Figure 4.69 The Drillfiles dialog box.

Figure 4.70 Enter a unique, meaningful name for the new Drillfile and click Save.

Note: Exercises exist within Drillfiles. You can delete an Exercise without deleting the whole Drillfile.

Note: If major changes are made to a drillfile, significant confusion can result for students who are already using that drillfile. For this reason, it is not recommended that you make major changes except between school terms. Minor changes should not cause any difficulty.

5. A ***New Drillfile*** dialog box will display. Enter a unique name for this drillfile. An example might be Mrs. Jones-Gr5 The name can be 1 - 30 characters long. Click ***Save***. (Figure 4.70)

6. There will be a short delay while the program processes your new drillfile. The new name entered will then appear in the Drillfiles dialog box.

Deleting a Custom Drillfile Exercise

To select a specific exercise within a custom drillfile to delete:

1. Enter the Maintenance Building by clicking on its image on the Campus screen
2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 4.71)
3. A dialog box opens, asking you to Select an Option. Click ***Drillfiles***. (Figure 4.72)
4. In the Drillfiles dialog box, select the drillfile from which exercises are to be deleted and click ***Edit***. (Figure 4.73)
5. Click on the type of drill to be edited (Lesson, Skill Builder or Test).
6. Select the exercise name from the list that appears in the Drillfile Maintenance dialog box. (Figure 4.74)
7. Click ***Delete***. A message displays indicating that you will also delete any reference to this lesson, including student scores.
8. Click ***Delete***.
9. Click ***Save*** to continue.

Figure 4.71 Enter your teacher's password. If you are not using one yet, click OK.

Figure 4.72 To access Class Records, click Student Records.

Figure 4.73 The Drillfiles dialog box.

Figure 4.74 Select the drillfile name from which exercises are to be deleted and click Edit.

Sectlon 5

Ongoing Operation

5.1 Security

All The Right Type 3 provides security on several levels to protect the integrity of the records. Of course, as always, the best security system is a good backup. For instructions on backing up your data files, see Section 5.9 – Backing Up the Database.

Security on Non-networked Computers

On non-networked computers, the best way to deal with security is to prevent access to the Maintenance Building. We recommend not installing the Teacher Program on student workstations. Have students hand in their Student Record files to the teacher on floppy disks. The Teachers Program (which is the only one which contains the Maintenance Building) should only be installed on the teachers computer. See the discussion of Lab Pack installation in Section 2.4 – Installation.

We also recommend the use of the built-in Teacher's password system to set the Teacher's password. See the discussions of teacher's passwords in this section.

If you are running on a single workstation, or a series of stand-alone workstations, backup should be performed on each workstation on a regular basis. If you are running in a Lab-Pack type of installation, the backup of the teachers workstation is the most important, as a copy of the database from that workstation can always be used to refresh a damaged database on a student's workstation. For instructions on backing up your data files, see Section 5.9 – Backing Up the Database.

Figure 5.1 The Teacher Password dialog box.

Figure 5.2 Changing the Teacher Password.

Security on Networked Computers

Networked computers present special security concerns. As the networked version of All The Right Type uses TCP/IP for communication between student workstations and the database (via the database server application running on the server), is it not necessary for students or teachers to have any access rights to the actual database files. We strongly recommend that NO rights be given to the database folder, except for the administrator ID that runs the database server.

Ideally, no student should ever be able to gain physical access to the computer running as the database server. If this cannot be prevented, we recommend using keyboard locking mechanisms of the operating system to stop any student tampering.

It is also important to ensure that students are not given access to the Maintenance Building. The best way to ensure this is to install only the student program on student workstations. Further, by using a Teachers password on the teachers workstation, access can be further controlled in situations where students might be able to gain physical access to the teacher's workstation.

As no data is stored on student workstations, backup is not necessary at the student workstation level. However, as all data for a great number of students is stored in the one central database, backup of that data is more important than ever. For instructions on backing up your data files, see Section 5.9 – Backing Up the Database.

Setting/Changing Teachers Password

To set the password for all teachers in order to limit entry into the Maintenance Center:

1. Enter the Maintenance Building by clicking on its image on the Campus screen.

2. A ***Teacher Password*** dialog box opens. Click ***Change***. (Figure 5.1)

3. The ***Change Teacher Password*** dialog box opens. Enter the Current Password. (Figure 5.2)

If one has not yet been created press the Tab key to move forward to the next field.

4. Enter a New Password.

5. Enter the Password again to confirm in the Confirmed Password field.

6. Click ***OK***.

Setting Student Passwords

1. Enter the Maintenance Building by clicking on its image on the Campus screen

2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***). (Figure 5.2, previous page)

3. A dialog box opens, asking you to Select an Option. Click ***Student Records***.

4. The Class Records dialog box opens. Select a class name and click ***Open***.

5. The Class Name/Student Names dialog box opens. Select a student name and click ***Edit***.

6. Turn the Password Option on by clicking on the Password box, so there is an x in the box. (Figure 5.3)

7. Type a Student Password for this student and click ***OK***.

Figure 5.3 Setting Student Passwords.

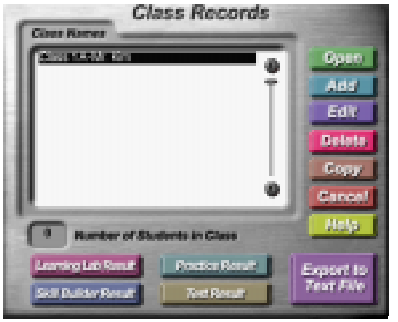


Figure 5.4 Click on any of the Results buttons to see how the class is performing.

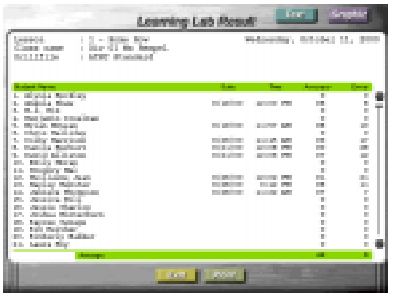


Figure 5.5 Teachers can view or print results for a class.

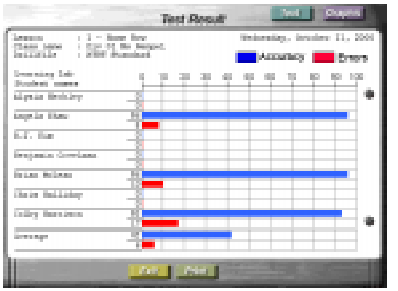


Figure 5.5 The Graphic button creates a bar chart of class progress.

5.2 Student Records (for Teachers)

Teachers can view and print records for entire classes or for individual students.

Viewing and Printing Class Records

Teachers can see how an entire class is performing in any of the buildings for any lesson. To view results in a specific building:

1. Enter the Maintenance Building by clicking on its image on the Campus screen

2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***).

3 A dialog box opens, asking you to Select an Option. Click ***Student Records***.

4. The ***Class Records*** dialog box opens. Select a class name and click on one of the Results buttons—***Learning Lab Results, Practice Pavilion Results, Skill Building Results, or Test Results***. (Figure 5.4)

5. Select the lesson to be reviewed and click ***OK***.

6. A report will be displayed on-screen in text format for the student requested. Click ***Print*** to print a copy or click ***Graphic*** to see the results in a bar chart format. (Figures 5.6 and 5.6)

7. Repeat this process to view reports for the other learning buildings (Learning Lab, Practice Pavilion and Skill Building) by selecting the appropriate button from the Class Records dialog box.

8. Click ***Exit*** to return to the Learning Lab Results dialog box and click ***Cancel*** to return to the Class Name dialog box or select another lesson to review.

9. To back out of the dialog boxes click ***Cancel*** or select ***Return to Campus*** to go directly to the campus.

Viewing and Printing Student Records

1. Enter the Maintenance Building by clicking on its image on the Campus screen

2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***).

3. A dialog box opens, asking you to Select an Option. Click ***Student Records***.

4. The ***Class Records*** dialog box opens. Select a class name and click ***Open***.

5. The ***Class Name/Student Name***s dialog box opens. Select a student name and click ***Student Record Result.***

6. A report will be displayed on-screen in text format for the student requested. Select ***Print*** to print a copy or, click ***Graphic*** to see the results on a bar graph. (Figures 5.7 and 5.8)

7. Click Exit to back out of the reports screen. Click Cancel to back out of each screen or click Return on the menubar and select Return to Campus.

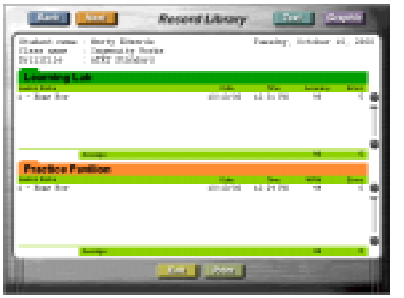


Figure 5.7 Individual Student Records in text format.

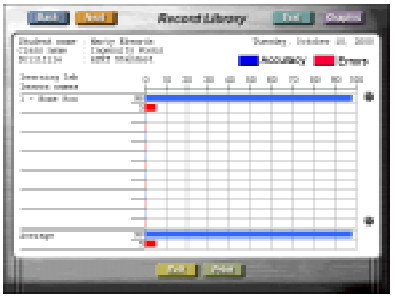


Figure 5.8 Clicking Graphic in the Results screen produces a bar graph of student results.

Award Certificates

Award Certificates may be printed for a class, or for a student, or for a selected group. Blank background or framed design styles are available.

Tip: Teachers can select a list of award recipients from the class list. Follow the Create Awards procedure as described in the manual, but use the list windows to Add Students to Print.

To display or print an Award Certificate:

1. Enter the Maintenance Building by clicking on its image on the Campus screen

2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***).

3. A dialog box opens, asking you to Select an Option. Click ***Student Records***.

4. The ***Class Records*** dialog box opens. Select a class name and click ***Open***.

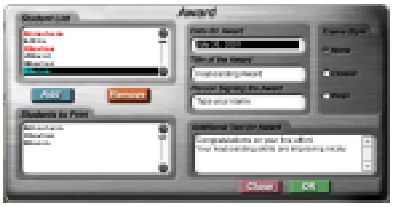


Figure 5.9 Creating Award Certificates.

Figure 5.10 Deleting a lesson from a student's record.

Tip: If you want a preview of an award, hold down CTRL-K when you click Print. The image will print to the screen. (Mac and Windows)

5. The ***Class Name/Student Names*** dialog box opens. Select a student name and click ***Create Awards***.

6. The ***Awards*** dialog box opens. Select recipients from the upper window and click ***Add*** for each. Awards will print for all students in the lower list.

7. Select the Frame Style: ***Classic***, ***Key***, or ***None***. (Figure 5.9)

8. Enter the information into the Date, Title of the Award, Person Signing the Award and Additional Text fields.

9. Click ***OK*** to preview the document on screen.

10. Click ***Print*** to print awards for the list of students.

Deleting a Student Lesson

You might need to remove the record of a particular lesson for a student. Perhaps a student scored an unrealistically high WPM score, but with too many errors. In such cases, it can be difficult for the student to attain a higher WPM score to cause an update of the records.

1. Enter the Maintenance Building.

2. Enter the Teachers Password (If you are not using a password yet, just click ***OK***).

3. A dialog box opens, asking you to Select an Option. Click ***Student Records***.

4. The ***Class Records*** dialog box opens. Select a class name and click ***Open***.

5. The ***Class Name/Student Names*** dialog box opens. Select a student name and click ***Student Record Result***.

6. Click ***Delete*** in the ***Student Records*** dialog box.

7. The ***Delete Records*** dialog box opens. Select the drillfile, building and lesson to be removed. (Figure 5.10)

8. Click ***Delete***. The lesson is now removed records. Click ***Exit*** to leave this screen.

5.3 Understanding The Learning Sequence

It is important for the students and teachers to understand the recommended learning sequence.

If the Sequence option is turned on in the Student Options Dialog Box, when students sign-on and enter the campus they will have to enter the building that is flashing. In this building, the drill they select will be the first lesson in the lesson list shown in gray print. The red lessons are completed lessons.

The order of entering the buildings is Learning Lab, Practice Pavilion then Skill Building. Students complete one lesson in each of these buildings and repeat this cycle three times. When three lessons (in each of the learning buildings) are complete, students can enter the Test Center to begin the first test.

Once Test 1 is complete, the Learning Lab again flashes to direct students to enter this building and start the cycle over.

Note: In the ATRT Standard drillfile, test 1 has 3 parts (a, b, and c). Tests 2 through 6 have six parts each per test (a, b, c, d, e, and f).

Figure 5.11 The Learning Lab menu.

Note: The first time students enter the Learning Lab, the Posture Review and Hand Position Review play automatically. Later, students can select these reviews any time from the Learning Lab menu.

The *All The Right Type* 3 Campus Buildings

Learning Lab

In the Learning Lab, the goal is to practice correct posture, hand and finger positions and the proper finger reaches used in keyboarding. Time is not an issue for lessons in the Learning Lab. It is important for the teacher to encourage students to work carefully, ensuring they always use the correct finger placement and posture techniques. Progress in the Learning Lab is based only on accuracy, not on typing speed.

The first time students enter the Learning Lab, the Posture Review and Hand Position Review tutorials automatically play. The first lesson in the list of lessons begins after these 1-2 minute reviews.

When students enter the Learning Lab the second time these tutorials do not come up but are available, optionally, by selecting the appropriate button on the Learning Lab menu. (Figure 5.11)

Tip: It is important that students review this segment at the beginning of the first few lessons. Instruct students to periodically look at the Posture Review and the Hand Position Review to ensure that they are sitting properly and holding their hands in the correct fashion.

Note: The Number Keypad Review can be included at any time in the course. This feature provides a tutorial for learning numbers on the keypad.

Note: The Mouse Review teaches students dexterity and accuracy using the mouse. It provides a fun way to practice mouse skills.

Figure 5.12 A Learning Lab exercise in progress.

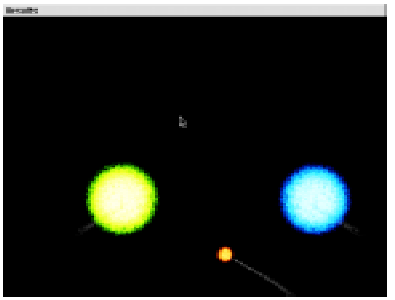


Figure 5.13 When a lesson is completed, the student sees a fireworks display.

Students follow the instructions at the bottom of the screen, working their way through the lesson. If an error is made in the ***Lets Learn New Keys*** section, the program shows the correct reach and finger movement and pauses until the correct character is typed. (Figure 5.12)

See Section 5.4—Reviews for information on all the Reviews available in *All the Right Type 3.*

When a lesson is completed, the student sees a fireworks display. (Figure 5.13)

Certain Class Options and Student Options affect certain buildings. The options that affect the Learning Lab are:

-Lesson Error Effect
-Lesson Error Threshold
-Space after period

Practice Pavilion

When students enter the Practice Pavilion, the next lesson in the recommended learning sequence is the first lesson in gray print. The red lessons indicate completed lessons. (Figure 5.14)

Figure 5.14 Entering the Practice Pavilion.

Students select the same lesson number as completed in the Learning Lab and click ***OK***. They can choose one of the optional speed buttons, or choose their own speed.

The Practice Pavilion uses the same drill material as the Learning Lab but with a speed goal. There are two methods of practice that can be preset by teachers, but regardless of the mode selected, the same exercises are presented to the students, and scores are kept in the same way.

a) **Standard Mode** prompts students for a minimum speed goal that will automatically highlight Next Line as the default if the goal is met. Students can press the enter key to automatically continue to the next line. If they type less than this speed the Redo button becomes the default when the enter/return key is pressed. (Figure 5.15)

Figure 5.15 Setting the Practice Pavillion speed goal.

Standard Mode displays regular lines of text to be typed. The practice lines appear one at a time. After each line students get an on-screen results report showing their speed and number of errors for the line. (Figure 5.16)

Figure 5.16 Working in the Practice Pavillion in Standard Mode.

Note: *All the Right Type 3* plans to have other games available on our website in the near future.

Check http://www.ingenuityworks.com.

Figure 5.17 Space Race, One of the learning games in the Practice Pavilion.

Figure 5.18 When a lesson is complete in the Practice Pavilion, a 'Congratulations' screen displays.

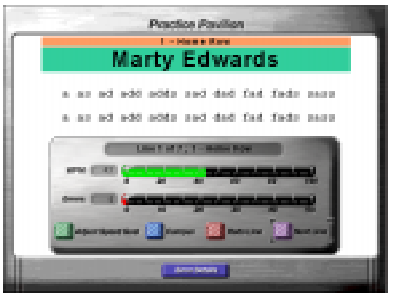


Figure 5.19 Error Details shows students where they need more practice.

b) **Game Mode** will display a menu of four possible games for the student to play. There are no falling letters or random letters popping on the screen to distract the students. These games are highly motivating and help increase attention span.

- The ***Racing Sculls*** game displays two sculls, the upper one representing the student. Text appears in a panel on-screen, and is eaten up as the student types. There is a visual indicator of the student and the opponent's relative positions at the bottom of the screen.
- In the ***Space Race*** game, two racing spaceships appear on-screen, and again, the upper one represents the student. Text appears just ahead of the student's spaceship and is eaten up as the student types. (Figure 5.17)
- *The* ***Space Crisis*** game shows a space ship in urgent need of repair. Only by typing the words displayed on the panel within time limits can the student save the ship from crashing into the surface of a planet. By meeting the challenge, the student will pilot the ship safely back into space.
- Finally, the ***Cargo Loader Challenge*** shows a remote cargo loading station. Data is scanned from the parcels moving along the conveyor, and by typing the data in time, the student prevents the cargo from being 'zapped' on it's way to the cargo hold of the space ship. If the student gets all the packages loaded into the hold, the cargo carrier lifts off.

As students complete the lessons, a Congratulations screen displays and an option is available to Show Results. A Results Report is displayed on the screen. Click ***Details*** to see what has been typed. (Figures 5.18, 5.19) Completed lessons are recorded in the Records Library.

Certain Class Options and Student Options affect certain buildings. The options that affect the Practice Pavilion are:

- Practice Mode (Standard or Game)
- Backspace Key
- Space after period
- Penalty

Skill Building

The goal in the Skill Building is to build speed and accuracy.

Each Skill Building consists of three sections: Isolated Words, Sentences and Paragraphs. Students choose their own speed goal and work through the material. (Figure 5.20)

Students select the first lesson in gray print from the list of lessons. Completed lessons are shown in red. Typing exercises are presented in two or three lines, with the student's work appearing below the first line. As each line is completed, the lines scroll up. (Figure 5.21)

Students are first presented with Isolated Words containing the letters being learned. Upon completion of the Isolated Words section, an on-screen report appears. Students can check speed and errors and proceed to the Next Section.

The Sentences section appears and finally the Paragraph section displays.

The results of the Skill Building lessons showing words per minute and errors, are recorded in the Records Library building.

When the first lesson is completed, the first 2 portions of a puzzle are uncovered. When the final Skill Building lesson is finished, the last 2 portions are uncovered revealing the picture. (Figure 5.22)

Class Options and Student Options that affect the Skill Building are:

-Penalty
-Word Wrap
-Backspace Key
-Display Lines
-Space after period

Figure 5.20 Entering the Skill Building.

Figure 5.21 Working in the Skill Building.

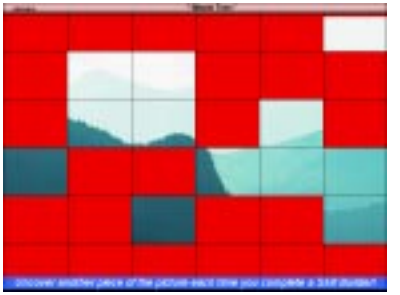


Figure 5.22 Parts of the puzzle are revealed as the Skill Builder lessons are completed.

Note: The Speed Goal will only be used as a goal, to provide positive feedback to the student when the goal is met. It is not treated as a minimum speed that must be attained before progressing to the next lesson or test.

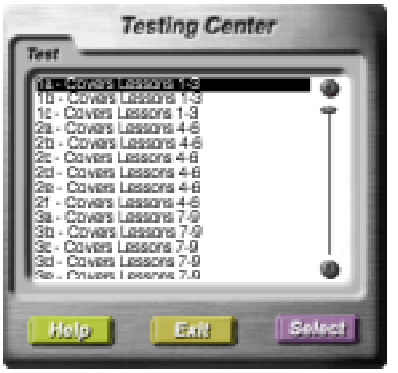


Figure 5.23 Entering the Center.

Figure 5.24 A test in progress.

Testing Center

All the Right Type 3 has built-in tests that come with the program referred to as the ATRT Standard drillfile. When using this drillfile, the Testing Center runs a selection of tests to be used after three lessons are completed in all three of the Learning Lab, Practice Pavilion and Skill Building.

Students select the first lesson in gray print from the list of lessons. (Figure 5.23) The lessons in red are completed lessons. Notice that for Test 1 there are three sections (a, b, and c) to complete, but the remaining Lessons each have six sections (a-f).

Tests are presented in two or three lines, with the student's work appearing below the first line. As each line os completed, the lines scroll up. (Figure 5.24)

If Speed Goal mode and a goal of 10 WPM were selected on the Options screen, the program reminds the students of that goal when they begin the lesson. When the test first displays, the program calculates where students should be in exactly one minute. A sound occurs at that time to give warning that the time is up. Students should finish the test, even if they get the warning sound.

Results of Tests are recorded in the Recordfile and can be viewed in the Records Library.

Class Options and Student Options that control the Testing Center are:

-Test Mode Speed Goal (Standard or Timed Writing)
-Penalty
-Word Wrap
-Backspace Key
-Display lines
-Space after period

Word-Processing Plaza

The Word-Processing Plaza, opens a blank document from a word processing application. The default application for Windows is WordPad, for Macintosh it is SimpleText and for Windows NT the default is NotePad.

When students click on the Word-Processing Plaza, *All The Right Type 3* opens the default word processor. unless the teacher previously chose a different one.

Important: Teachers should agree on a default word processor to be used for all classes. See S≠ection 5.6-Ongoing Operation-Changing the Default Word Processor.

Records Library

The Records Library contains students' progress data. Signed-on students who have their Student Records set up can obtain their records by clicking on the Records Library. The records are viewable in a text or graphics format. Students can also print a record at any time.

If teachers wish to see the student or class progress, the records and marks can be obtained through the Maintenance Building in the teacher's program. See Section 5.2-Ongoing Operation-Student Records (Teachers)

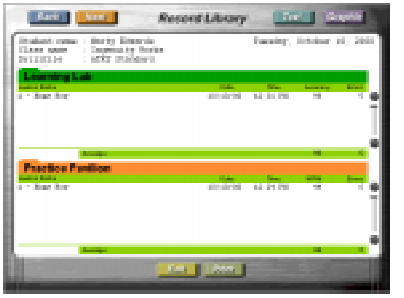


Figure 5.25 Students can examine their own progress records at any time by clicking on the Records Library. Clicking *Graphics* displays a bar graph of the record.

Viewing and Printing Student Records (Students)

Students can review their own results and progress in any building:

1. Students Sign-On to their student records.
2. Click the ***Records Library***.

A report opens on screen allowing students to review their marks from any building. It also shows which lessons they have completed.

On initial entry, the display will show the Learning Lab and the Practice Pavilion in text mode. (Figure 5.25) By clicking ***Next***, the student can view the Skill Building and Testing Center. There is also a ***Graphic*** button to view the results as a bar graph (Figure 5.26), and a ***Print*** button to print the results.

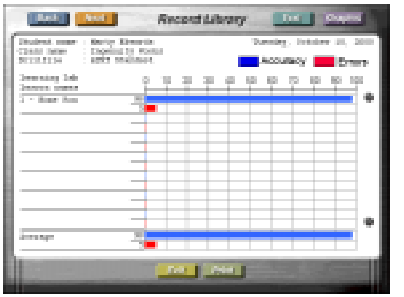


Figure 5.26 Students can also view the reports in a bar graph format by clicking *Graphics*.

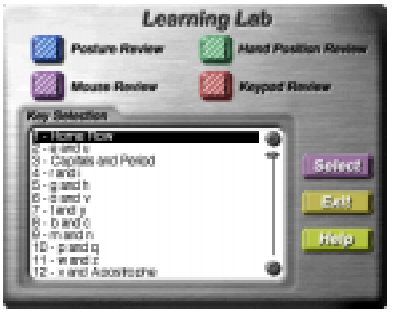


Figure 5.27 Students access optional Reviews in the Learning Lab.

Figure 5.28 The Hand Position Review.

Figure 5.29 The Posture Review.

Figure 5.30 The Mouse Review.

5.4 Reviews

Reviews are optional and provide either review or extra practice, depending on the level of the students. No results are retained in the student records for any of the reviews. (Figure 5.27)

Hand Position Review

The Hand Position Review automatically runs the first time students enter the Learning Lab. After this, it becomes an optional review as needed. It is recommended that students run this program frequently during the first several lessons as confirmation that they are using the correct technique.(Figure 5.28)

To start the review, enter the Learning Lab and click on Hand Position Review on the dialog box that displays.

Posture Review

The Posture Review automatically runs the first time students enter the Learning Lab. After this, it becomes an optional review as needed. It is recommended that students run this program frequently during the first several lessons as confirmation that they are using the correct technique. (Figure 5.29)

To start the review, enter the Learning Lab and click on Posture Review on the dialog box that displays.

Mouse Review

The Mouse Review is an optional lesson for students who have not used a mouse previously or are not at ease using one. It is designed as a game. There are 3 levels of mouse exercises available but if a student can achieve a comfort level at the first or second levels of the program, it will be sufficient. (Figure 5.30)

To start the review, enter the Learning Lab and click on Mouse Review on the dialog box that displays.

Number Keypad Review

The Keypad Review is an optional lesson for students to learn the proper technique for using the keypad. When the program is started, it will run through a short graphical display of how to position the fingers on the Home Row keys. (Figure 5.31)

There are 4 lessons available for developing skill using a keypad. Students follow instructions on the screen and type what is displayed.

Figure 5.31 The Number Keypad Review.

5.5 Large Font

In each building of the campus, there is an option where students can choose to use the large font.

In the Learning Lab in the section Now, Lets Practice there is dialog box that opens allowing students to select the large font. (Figure 5.32)

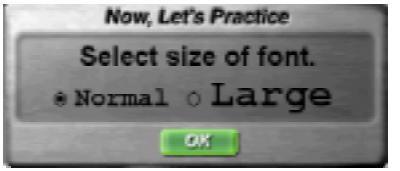


Figure 5.32 Students can choose to use the large font.

In the Skill Building, Practice Pavilion and Test Center, the large font selection button is at the bottom left of each of the screens. (Figure 5.33)

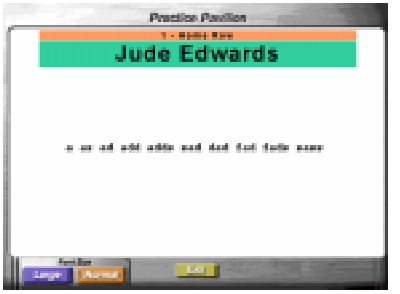


Figure 5.33 The large font selection button is at the bottom left of each screen.

5.6 Changing the Default Word-Processor

To change the Default Word-Processor:

1. Enter the teacher campus, click on File in the top menubar and select Select Word-Processing from the drop-down menu.
2. A dialog box appears to allow teachers to browse to the preferred Word Processing application.
3. When the selection is made and saved the selected Word Processor application will be the default until another one is selected by another teacher.

Important: Teachers should agree on the Word-Processor to use as the default. We recommend leaving the default as is. (Windows defaults to WordPad, Macintosh defaults to SimpleText and Windows NT defaults to NotePad.) Once changed, the new word processor will continue to be the default for all classes until changed to another.

5.7 Floppy Disks-Centralizing Student Records

If *All the Right Type 3* is installed on a non-networked system where there is not a centralized database of records and drill material, teachers may want to use floppy disks to move record files to one database.

When *All The Right Type 3* is launched it looks for the database folder that contains the Student Records. If the program was installed using the Lab Pack installation, there will be a database on each of the teachers and students computers. See Section 2.3—Installation for a discussion of the various installation methods.

To have the records centralized on one computer:

1. Teachers create Student Records on their computer for all students as normal.

2. Copy the data.v12 file to a floppy disk and go to each individual student workstation. Using the standard method for Windows or Macintosh computers, copy the data.v12 file to each workstations hard drive. The data.v12 file belongs in the Database folder within the All The Right Type program folder.

3. Students use the program as they normally would, except at the end of the class they will save their results on the floppy disk. Students do this by clicking ***File*** on the menubar and selecting ***Export Student Records*** from the drop-down menu.

4. On the Mac, the save program will ask the student for a name for the file. They will accept the default filename (*studentname*.v12) and save to the 'floppy disk'. (*Studentname* being the name that the student has signed on as).

5. On the PC, the program will save automatically to the floppy disk with the filename (*studentname*.v12). (*Studentname* being the name that the student has signed on as).

6. Students hand the floppy disks back to the teacher at the end of the class.

7. Teachers click ***File*** on the menubar and click ***Import Student Records*** from the drop-down menu.

8. The Student Record (*studentname*.v12) is copied to the centralized database on the teachers computer. The file *(studentname*.v12), is changed to studentname.bak on the floppy disk to indicate that the file has been imported to the centralized database. At any time, the teacher may delete the filenames ending with .bak, to free up space on the floppy diskette.

Important: Mac users should not change the filename. If it is changed, it must end with the .v12 extension.

Important: New picture(s) should be added to the folder at the beginning of the term before the students have started their first Skill Builder lesson. If the pictures are added after this, the students will have already been assigned one of the three built-in pictures.

Tip: Puzzles are randomly assigned by the program when students start the first Skill Builder lesson. If a picture is replaced, *using the same file name* as the one students are currently assigned, the new picture will be substituted for the old one and will show the same number of pieces as the old picture at the time of replacement.

5.8 Skill Building Puzzles

At the end of a Skill Building lesson, two portions of a picture puzzle are revealed. The pictures are randomly assigned when a student first enters the Skill Building building. All The Right Type 3 has three built-in pictures included with the program.

Adding Skill Building Puzzles

You can add your own picture puzzles. The pictures must be in .jpg or .bmp formats. They must be 72 dpi and 640 x 480 resolution. The pictures must be 256 colors.

To add a custom picture:

1. Copy a picture to the clipboard or desktop.

2. Copy or move it into the Puzzles directory/folder within the All The Right Type v3 directory/folder.

When *All The Right Type 3* chooses a picture, it will choose randomly from one of the pictures found in the Puzzles directory folder.

Important: If a picture is removed, make sure it is at the beginning of a term. Removing a picture while it is assigned to a student will generate an error message.

Important: The contents of the Puzzles directory/folder should only be changed at the beginning or end of the year or semester.

Viewing Skill Building Puzzles

To examine pictures from the puzzle database:

1. Select a picture file from the Puzzles directory/folder, located in the All The Right Type v3 directory/folder.
2. Make a copy on the desktop and double-click on the icon to open it.

Removing Skill Building Puzzles

To remove a picture from the Puzzle database:

1. Select the picture from the Puzzles directory/folder, located in the All The Right Type v3 directory/folder.
2. Drag the picture to the desktop.
3. The picture can then be dragged to trash or moved into another directory/folder for future use.

5.9 Backing Up the Database

The best security is a good back up. Student Records should be backed up regularly. Files can be damaged by power failures, system crashes, improperly configured desktop security programs or by improper exits from the program (turning the power off without exiting the program).

There is no built-in backup facility within *All The Right Type 3*. Rather, it is assumed that the files will be backed up by your own normal backup programs and procedures.

For Single and Lab-Pack installations, all of the data records are kept in a file called data.v12 located in the Database folder within the *All The Right Type 3* program folder.

In network installations, the records are kept in a series of files on the server. The required files are all named with ".dat" extensions. The files are located in a folder (or series of folders) named after the school(s) installed. These folders are all located within the Database folder on the server.

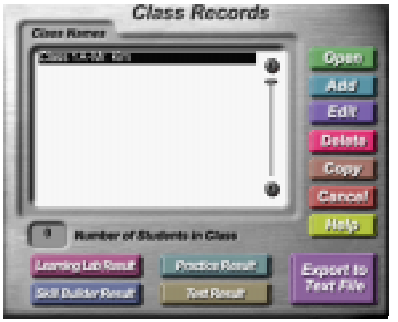


Figure 5.34 Exporting Student Records to a text file.

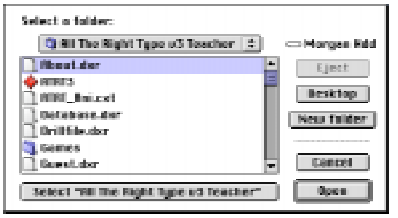


Figure 5.35a (Mac) Selecting a destination for the exported student records text file.

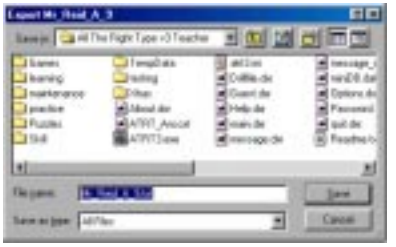


Figure 5.35b (Windows) Selecting a destination for the exported student records text file.

5.10 Creating Custom Student Reports- Exporting Student Records

The teacher can create custom reports by using the Export Student Records feature now included with *All The Right Type 3*.

1. Enter the Maintenance Building by clicking on its image on the Campus screen.

2. Enter the Teachers Password (if you are not using a password yet, just click ***OK***).

3. A dialog box opens, asking you to Select an Option. Click ***Student Records***.

4. A ***Class Records*** dialog displays. Select the class to be exported, and click ***Export to Text File***. (Figure 5.34)

5. A dialog box displays to allow you to name the file and point to where you want to save it. (Figure 5.35a Mac, Figure 5.35b Windows)

6. Once data is exported, the teacher can create custom documents in Excel, Word, etc. In most spreadsheet programs, open the text file from within the spreadsheet application. Field names are provided in the first line of the exported file to describe the data contained in the file.

Section 6

ATRT Administration Utility

All The Right Type 3 has special utility program on the *CD-ROM* which some users may have occasion to use from time to time. Generally, the functions performed by the ATRT Admin Utility are only required in unusual cases, and would normally be performed by a person with some technical background. Most often users only use the ATRT Admin Utility under the direction of Ingenuity Works, although it should not be thought of as something to be feared.

The single and lab pack installations of *All The Right Type 3* use a database module known as 'v12', and there is one version of the ATRT Admin Utility for this database. See section 6.1 - Single and Lab Pack Admin Utility

Network installations use another database module known as 'minidb', and there is a separate version of the ATRT Admin Utility for these installations. See section 6.2 - Network Admin Utility

6.1 Single and Lab Pack Admin Utility

To launch the ATRT Admin Utility:

1. Insert the *All The Right Type 3* CD-ROM
2. The *All The Right Type 3* installer (main) dialog box will probably open. If it does, click exit to close it
3. Locate the program ATRT Admin Utility program on your *CD-ROM* using whatever operating system tool you are most comfortable with. Look for a folder named **<administration utility - v12>**. Within that folder, the program file is called **<admin.exe>** (WIndows) or Administration Utility (Mac). Launch it.
4. The program will start by prompting for the location of the **<data.v12>** file to be opened. You should be able to find yours in the database folder within the all the right type program folder on your hard drive.
5. Next, the program will examine the file you have located. If it determines that it needs to be converted to current format, it will prompt accordingly. Allow the conversion to proceed. One of the conversion steps is a backup. Allow the backup to proceed, and then the conversion will happen.
6. The final check the program makes is to determine if the database has been registered. If it hasn't you will be prompted to begin registration. We recommend completing the registration, even if you don't intend to file the information online with our servers. To register without sending information to us, fill in the blanks on the registration screen, and click print. In this way, your database will have school information recorded internally, so that it can be identified easily if you ever need to send it to us for analysis. If you decide to send your information to us, just click send after completing the registration screen. We will then have your school information on file should you ever need to call us for technical support.

Functions available:

- ***File - Open*** - allows you to open the data.v12 file if you have closed the file
- ***File - Close*** - closes the data.v12 file you have been working with
- ***File - Import From Database*** - allows you to import the records contained in another data.v12 file into the file you already have open. This will append all of the records from the incoming file into the open file. Duplicates can result.
- ***File - Export To Database*** - allows the export of all of the records within the open file into a new database. You will end up with two identical databases.
- ***File - Export To Text*** - will export all of the records within the open file to a text file. The text file can then be imported into other programs (spreadsheets, word processing documents, etc)
- ***Tools - Repair Database*** - this function will attempt to repair a damaged database file. While such occurrences are very rare, they can happen in cases of power loss, etc. This function requires that the database be closed before starting.
- ***Tools - Optimize Database*** - this function performs a 'pack' operation on the database, re-writing the entire file without any records that may have been deleted. This procedure is rarely needed, but can be run if data access seems to be slowing.

6.2 Network Admin Utility

To launch the ATRT Admin Utility:

1. Insert the *All The Right Type 3 CD-ROM*
2. The *All The Right Type 3* ***Installer (main)*** dialog box will probably open. If it does, click ***Exit*** to close it
3. Locate the program ATRT Admin Utility program on your CD-ROM using whatever operating system tool you are most comfortable with. Look for a folder named **<administration utility - minidb>**. Within that folder, the program file is called **<admin.exe>** (WIndows) or Administration Utility (Mac). Launch it.
4. The program will start by prompting for the IP address of the database server. Enter it, and click ok.
5. Then the school selection dialog box opens. Select the school to be worked on, and click select.
6. The final check the program makes is to determine if the database has been registered. If it hasn't, you will be prompted to begin registration. We recommend completing the registration, even if you don't intend to file the information online with our servers.

   To register without sending information to us, fill in the blanks on the registration screen, and click print. In this way, your database will have school information recorded internally, so that it can be identified easily if you ever need to send it to us for analysis. If you decide to send your information to us, just click send after completing the registration screen. We will then have your school information on file should you ever need to call us for technical support.

Functions available:

- ***File - Open*** - allows you to open a minidb database if you have closed the file connection
- ***File - Close*** - closes the minidb database you have been working with
- ***File - Export To Text*** - will export all of the records within the open file to a text file. The text file can then be imported into other programs (spreadsheets, word processing documents, etc)
- ***Tools - Repair Database v3.01 to 3.03c*** - this function will attempt to repair a damaged v12 database file from an older version of *All The Right Type 3*. While such occurrences are very rare, they can happen in cases of power loss, etc. This function requires that the minidb database be closed before starting.
- ***Tools - Reset Database*** - this function is provided to allow the user to erase all records in the database. This might be desirable at the end of the school year.

Warning: Reset Database erases all class and student records.

Section 7

Technical Support

To obtain Customer Support from Ingenuity Works Inc. please complete and mail or fax the Registration Card enclosed.

Check the **Support** section of our website at http:// www.ingenuityworks.com to find posted problems reported to us by our customers. It may save you time if a Technical Support person is not available immediately to answer your questions.

If you cannot find a solution in the manual or on the website, you can call Tech Support at:

Phone: 1-800-665-0667 Ext. 1312

E-mail to: support@ingenuityworks.com

Please be ready with the following information whether you are contacting us by phone or email:

Information Required:	***(Example answers only)***
Product Name:	All The Right Type 3
Product Edition:	School Single
Product Version:	Version 3.01
Estimated age of Computer:	1998
Computer Type:	PC
Operating System:	Windows 2000
RAM:	32mb
Free Hard Drive Space:	850mb
Video Card:	ATI Rage Pro
Sound Card:	Creative Lab Sound Blaster Live

Do you update your drivers and applications from the Website on a regular basis to download all the patches and updates available for problems?

If you have the Network version please make note of the server operating system you are using and the workstations.

To find this information:

Windows users:

1 Right-click ***My Computer.***

2 Select ***Properties*** from the drop-down menu.

3 Click on the ***General*** tab.

4 Write the information under ***System*** and under ***Computer*** headings. (This provides us with the Operating System, the processor and the RAM.)

5 Click on the ***Device Manager*** tab.

6 Make note if there are any yellow exclamation marks or question marks on any lines.

7 Click on the '**+**' sign to the left of ***Display Adapter***.

8 Write the information that is displayed under this heading after clicking on the '**+**'. (This provides us with the Video Card.)

10 Click on the '**+**' sign to the left of ***Sound, Video and Game Controls.***

11 Write the information that is displayed under this heading (ignore Gameport Joystick) (This provides us with the Sound Card.)

13 Click on the ***Performance*** tab.

14 Write down

System Resources: (eg: 86%)

File System: (eg: 32 bit)

And note if there is a line that says 'Your system is configured for optimal performance".

Macintosh Users

1 Click on ***Finder*** and then select the Apple (top left corner).

2 Click on ***About This Computer.***

3 Write down

Operating System:	(eg. Mac OS 8.6)
Built-in memory:	(eg. 64Mb)
Virtual memory:	(eg. 65 Mb)
Largest Unused Block:	(eg. 32.5 Mb)

Click once on the *All The Right Type 3* application icon, select ***File*** and click on ***Get Info.***
Click on the arrow in the top box and select ***Memory***.

Record the Memory setting.

Platform Changes

In some cases, a classroom may switch from Macintosh computers to PCs or visa versa. The steps to do this are:

1. Create a backup copy of your database. (See Section 4-Advanced Features/Creating a Backup.)

2. On the new server, follow the steps to performing an ‘install’ per Section 1 - Getting Started.

3. Drag the Databases directory/folder found in the All The Right Type v3.0 folder from the old system and move it into the All The Right Type 3 folder on the new system replacing its Database folder.

4. The original database (student records) has now been installed on the new machine.

Troubleshooting

***PROBLEM**: While installing I get "…disk related error (-36) has occurred."*

1. Your disk drive may be out of alignment. Try installing on a different CD-ROM drive if you have another computer available. If it works on one drive, but not on the other then you know that your drive needs servicing.
2. The installer disk may be damaged or defective. You should first look at the surface for finger marks, dirt or scratches and try to clean and repair the disk.

   On a Macintosh system there is a disk repair utility called 'Disk First Aid' or you may have a utility such as Norton installed.

   On a Windows system there is a repair utility called 'Scan Disk' or you may have a utility such as Norton installed.

   If you can't find your copy of 'Disk First Aid' or the utility was unable to repair the disk, see warranty information at the end of this section.

***PROBLEM**: There is no sound.*

There is very little sound in ***All The Right Type 3.*** There are warning sounds when you type an incorrect letter and warning sounds on the 'Timed Writing'.

- If anything is plugged into the external headphone jack on the back of the machine, the internal speaker is automatically disconnected.
- The system "Sound' may be set to zero volume/ mute.
- It is possible that another application is running in the background and it has taken the sound channel. Try quitting the other application and re-launching *All The Right Type 3*.

PROBLEM: *When I type a line and leave a character out or a word out of the sentence, the Results screen does not automatically display when I finish the line.*

This is not a bug. It is in the design of the program. You will need to either press the space bar to make up to 40 characters on that line or press the 'Enter' key to make it return to the next line immediately. The results report will then display.

PROBLEM: *When I type an error at the end of a line, sometimes the program will let me type past the line without changing to the new line.*

This is not a bug. It is in the design of the program. You will need to either press the 'Enter' key to move to the next line or type several characters to make up to 40 characters on that line. It will then move down.

PROBLEM: *I cannot remember the Teachers' Password to enter the Maintenance Building.*

The teachers' password is stored in a file called Teacher.iw in the Windows directory on PC platforms, preferences folder on MAC platforms.

To remove the current password, open the file Teacher.iw. The password is on the second line of the document. Note: the password is encrypted. Delete the complete line with the encrytped password (DO NOT DELETE THE PATHNAME ON THE FIRST LINE). Save and close the file. The next time that the Maintenance Building is accessed, a message will display indicating the password has not yet been set up. You can enter a new one.

PROBLEM: *Students cannot remember their passwords*.

The students' passwords are stored in the Student Options dialog box. Enter the Maintenance Building, select Student Records, select a class name and click Open, select the student name. The password is listed there.

PROBLEM: *When I click on the Word Processing Plaza, nothing happens.*

Clicking on the word Processing Plaza normally brings up the word processor loaded into your system. If none is present on your system, this building will be inactive.

PROBLEM: When I start the Program I get an error message: "Please check the path name for the database."

You need to check the location of the folder called Databases and either change the path or mount/ map the correct server or drive on your desktop.

PROBLEM: *Sequence does not work on my Custom Drills:*

Verify that you have sets of 3 lessons created and the Skill Builder building has the 3 sections of lessons created including 'isolated words', 'sentences' and 'paragraphs'.

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